



# Admissions Policy 2019-2020

Date Agreed: 7<sup>TH</sup> September 2017

Review Date: September 2018

Signed: \_\_\_\_\_

Chair of the Portsmouth and Winchester Diocesan Trust Board

## PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST Admissions Policy 2019

### Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	7 <sup>th</sup> September 2017	AJ	DAT	First policy as an academy residing within the Portsmouth and Winchester Diocesan Academies Trust



THE CHURCH  
OF ENGLAND

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### Admissions to Year R

This policy will apply to all admissions from 1<sup>st</sup> September 2019, including in-year admissions.

# St Francis Catholic and Church of England Primary Academy

## Admissions Policy from September 2019



The Portsmouth and Winchester Diocesan Academies Trust is the admission authority for **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY**. The admission arrangements are determined by the Trust Board, after policy localisation and statutory consultation, which the academy are required to undertake under the scheme of delegation. The local governing body also co-ordinate the policy at a local level e.g. working with the LA to rank applications and offer places to pupils.

The Published Admission Number (PAN) for **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** is **30**. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this academy is that a church school should serve its local community. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The local governing body will admit any pupil whose Education Health Care Plan (EHCP) names **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY**. Where possible such children will be admitted within the PAN.

If **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

### Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. **(For applicants in the normal admission round only)** The child or their family who have a **serious medical, physical or psychological condition** which makes it **essential** that the child attends the preferred school/academy rather than any other. (Appropriate medical or psychological evidence must be provided in support must be provided at the time of application.) (see Definition B)
3. Pupils who, at the time of application, have a sibling (see Definition C) who is already at the academy and who still be in attendance at the academy in September 2019.
4. Pupils for whom the academy is the nearest primary school to their permanent residence (see Definition D)
5. Other children

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### Definitions

#### A Looked after children or children who were previously looked after

This criterion provides a priority for children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to the academy. Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### B Serious medical, physical or psychological condition

Where a place is requested for a child or family who have a serious social or medical, condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** is essential rather than any other school/academy. You must also describe the difficulties that would be caused if the child had to attend another school/academy. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of the Local Governing Body, who will endeavour to reach a fair and equitable decision.

#### C Siblings

Sibling' refers to a brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister living as one family unit at the same address. 'It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 3 and 4 includes children who at the time of application have a sibling for whom the offer of a place at the preferred academy has been accepted, even if the sibling is not yet attending.

#### D Residency

There is no catchment area for **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** as the Local Authority do not operate catchment areas. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### Moving home

**For house moves after the application deadline** an exchange of contracts or a signed tenancy agreement (usually for a 12 months duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

- As a result of a house move notified to the County Admissions Team by 15<sup>th</sup> January 2019 parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move has been notified to the County Admissions Team by the above date, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on the relevant closing date is used instead.

- A new address resulting from a house move notified after 15<sup>th</sup> January 2019 will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

**Overseas residents, with a planned relocation to the Isle of Wight** will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

**For UK service families** with official proof of posting to the Isle of Wight and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code.

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## Additional Information

### Tie-breaker

If **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** have priority. Home to Academy distance will be measured in a straight line using the Local Authority's Geographical; Information System (GIS) from the centre of the building of the permanent residence to the centre of the Academy building.

Multiple dwellings – If distances are equal, as calculated by the Council's GIS system, (for example a flat in a block of dwellings with the same front entrance) a random allocation system will be used to determine the allocation.

### Who can apply?

Only a parent can apply for a place at a school/academy. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see <https://www.iwight.com/Residents/Schools-and-Learning/School-Admissions/Admissions-Policies> for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website: <https://www.iwight.com/Residents/Schools-and-Learning/School-Admissions/Tasks>

### Offering places

The Local Governing Body will consider first all those applications received by the published deadline of **midnight on 15<sup>th</sup> January 2019**. Notifications to parents offering a place will be sent by the Local Authority on **16<sup>th</sup> April 2019**.

Applications made after **midnight on 15<sup>th</sup> January 2019** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school/academy can offer a place, the parent's highest stated available preference will be allocated.

### Pupils with an Education Health Care Plan

The Local Governing Body will admit any pupil whose Education Health Care Plan (EHCP) names **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY**. Where possible these children will be admitted within the PAN.

### Multiple births

Where a twin or child from a multiple birth is admitted to an academy under this policy, then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** PAN.

### In-year applications (ordinary)

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at: <https://www.iwight.com/Residents/Schools-and-Learning/School-Admissions/Tasks> Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY**.

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### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school/academy even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **School/academy Closures**

In the event of a school/academy closure, pupils from the closing school/academy may be given priority for any school/academy nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific school/academy affected.

### **Waiting lists**

When all available places have been allocated a waiting list will be operated by **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY**. Parents must request (in writing to the Principal) that their child is placed on the waiting list. The academy will hold such unsuccessful applications on file and allocate places should they become available on the basis of the oversubscription criteria set out above. The waiting list will remain open indefinitely, unless a parent advises that their child's name is removed.

Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place, parents will be advised of the process for adding their child's name to the academy's waiting list if applicable. Parents may keep their child's name on the waiting list of as many schools/academy's as they wish and for as long as they wish.

### **Starting school and deferred entry to Year R**

The Portsmouth and Winchester Diocesan Academies Trust will provide for the admission of all children to **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** in the September following their fourth birthday. The Portsmouth and Winchester Diocesan Academies Trust has determined that where the Local Governing Body of **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** have offered a child a place at the academy:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to consider to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

It is recommended that parents considering such a request as defined above, contact **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** as early as possible to ensure that an informed decision is made.

### **Notes on compulsory school age and summer born children**

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*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

### **Admission of children outside their normal age group**

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Local Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **Admission Appeals**

If you are unsuccessful in being offered a place for your child at **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

### **Warning**

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Local Governing Body attention will be investigated. The Local Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### **Legislation**

This policy takes account of all relevant Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

### **Further Information**

If you require further information about applying for a place at **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY** please contact: **ST FRANCIS CATHOLIC AND CHURCH OF ENGLAND PRIMARY ACADEMY**

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