



St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

Policy Document
Status: Approved
Confidentiality level: Public

Admissions Policy 2016-17

Policy Ref No. PAD 02

'I have come that they may have life and have it to the full'

John 10:10

The Ethos of St Peter and St Paul

"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.

Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.

We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

The education of all

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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This admission policy will operate from September 2016. It will apply to all admissions for the school year 2016-2017.

The St Peter and St Paul, Catholic Voluntary Academy serves the Catholic communities of Lincoln and the surrounding area.

The Governors propose to admit into Year 7 a total of 112 pupils, which is the published admission number.

The school is under the trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan family of schools. It is founded by and is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of this school to apply for and be considered for a place here. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

We welcome applications from all those who seek a Catholic education for their children and from those who want their children to be part of our Christ centred community.

The St Gilbert of Sempringham Catholic Academy Trust is the Admission Authority. All matters relating to admissions are carried out by the Local Governing Body of St Peter and St Paul Catholic Voluntary Academy on behalf of the Academy Trust.

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The Common Application Form

Applications can be made online at www.lincolnshire.gov.uk/schooladmissions or by telephoning 01522 782030. Alternatively parents can request a paper application form by telephoning the same number.

The Supplementary Form and Supporting Evidence

In addition all applicants wishing to apply under faith criteria should complete the Supplementary Form which should be returned to the Local Authority with the Common Application Form by the same closing date.

Parents or carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate
- If the child has been received into the Catholic Church, written verification signed by a Catholic priest and stamped with the parish stamp.
- If the child is participating in a course of preparation leading to baptism, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

If the Supplementary Form or required documents are not provided, the child might be ranked in a lower admissions category.

Admission of pupils outside of normal age group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

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Late Applications

Any applications received after the closing date will be considered where possible. You are encouraged to ensure that your application is received on time.

Waiting Lists for Year 7 Admissions

Parents whose children have not been offered a place at the Academy will be informed of their right of appeal and will be added to the Academy's waiting list. Waiting lists for admission will remain open for the academic year. Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on an Academy's waiting list does not mean that a place will eventually become available.

There is no requirement to keep any list for other year groups.

Appeals

If a child is not allocated a place, Parents or carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors care of the Academy, or through the Online Appeals process, no later than 20 school days after the offer letter has been received from the Local Authority. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding both on you and on the Academy.

Applications during the Academy Year

Details of the application process are available from the Academy and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place.

Places will be offered in writing. Offers of places may be withdrawn if they are offered in error, a parent has not responded within a reasonable time or it is established that an offer was obtained through a fraudulent or intentionally misleading application. Arrangements may be made in certain cases for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

The Academy will maintain a reserve or waiting list for year groups that are oversubscribed. Lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Inclusion on an Academy's waiting list does not mean that a place will eventually become available.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within 20 school days after the date of your refusal letter.

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Applications from Twins or Multiple Birth Siblings

In the case of twins or brother and sisters in the same year group, where there is only one place available in the school, all will be considered together as one application. The school will go above its normal admissions number.

Applications from UK Services Personnel

Whilst the school is unable, according to the School Admission Code, to reserve places for blocks of service children or to refuse a place to such a child because the family do not currently live in the area, it may accept applications from parents moving into the area in advance and places may be allocated in advance provided that the application is accompanied by an official letter that declares the relocation date and a Unit postal address or quartering area address.

All applications including late applications in the normal round and in-year applications will be considered and allocated against the published oversubscription criteria.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Oversubscription Criteria

If there are more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan or a Statement of Special Educational Needs which names the Academy will be admitted. This will reduce the number of places available.

In all the categories below, priority will be given to pupils who will have a brother or sister at the school at the proposed time of admissions.

1. Catholic Looked After or previously Looked After pupils
2. Catholic pupils who attend Catholic feeder schools/Academies.
3. Catholic pupils who attend other schools/Academies.
4. Other pupils who are Looked After or previously Looked After

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5. Pupils who are baptised or dedicated members of other churches which belong to 'Churches Together in England' who attend Catholic feeder schools/Academies.
6. Pupils who are baptised or dedicated members of other churches which belong to 'Churches Together in England' who attend other schools/Academies.
7. Other pupils.

If any of the above categories are oversubscribed, after sibling priority the Governors will make a decision using the straight line distance from home to school calculated by the Lincolnshire School Admissions Team. The measurement is made electronically from the post office address point of the home to the post office address point of the Academy.

Tie Breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place. In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number (*or the place will be allocated by the drawing of lots supervised by someone independent of the Academy*).

Definitions

Brother or sister (sibling)

A brother or sister includes a full or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, and in every case, the child should be living in the same family unit at the same address and on roll at the time of application.

Definition of looked after children or previously looked after children

A "looked after child" is a child who is:

- (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 s.22(1) of the Children Act 1989) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

Definition of Catholic Feeder Academies

St Hugh's Catholic Primary Voluntary Academy

Our Lady of Lincoln Catholic Primary Voluntary Academy

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Definition of Catholic

- A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full ecclesial and canonical communion with the Bishop of Rome, (Pope Francis). (see footnote* below). Further advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church
- A child who, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

*Full ecclesial and canonical communion with the Catholic Church requires the recognition that the Bishop of Rome has full, supreme, and universal power over the whole Church, a power which he can always exercise unhindered (Catechism of the Catholic Church, §882). For Christians baptised outside of the Catholic Church, the restoration of full ecclesial and canonical communion requires reconciliation and a formal act of reception into full communion. Full communion with the Catholic Church is not established by the reception of Holy Communion alone.

Churches Together in England

See www.cte.org.uk for details of 'member churches of Churches Together in England'.

Home Address

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.