



St Francis Catholic & Church of England  
Primary School

Admissions Policy  
2016-17

Policy Date: January 2015  
Review Date: January 2016  
Signed: Fr PJ Smith, Chair of Governors

**DRAFT ONLY – SUBJECT TO APPROVAL BY GOVERNING BODY**

St Francis Catholic and Church of England Primary School is in the joint Trusteeship of the Catholic Diocese of Portsmouth and the Church of England Education Board of Portsmouth and Winchester. The school is maintained by the Isle of Wight Council. The admission number for the Reception Year for St Francis Primary School in September 2016 will be 60.

**Age of Admission:**

Children can start primary school in the September after they have reached the age of four. For September 2016, this will apply to children whose fourth birthday falls between 1 September 2015 and 31 August 2016. Parents can defer their child's entry to primary 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 the offer was made.

If a parent wishes it, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents should initially apply following the standard admission procedure for the correct age group, but then inform the school if they wish to defer entry for their child, giving reasons. Each case will be considered on the basis of individual circumstances.

**Pupils with an Education Health Care Plan:**

Children who have an Education Health Care Plan, naming St Francis Primary as the placement, will be automatically admitted to the school. Admission of these children will be included in the total number of pupils admitted to the school.

**The Admissions Timetable:**

The Local Authority operates a timetabled, co-ordinated, admission procedure for all schools, in-line with Government legislation.

The Local Authority will manage the process on behalf of St Francis Primary according to the scheme which they will publish in their Admissions Booklet for that year, but it is still the Governing Body, as the Admission Authority for this school, who will offer available places in line with this Policy.

The closing date for admission application forms to be received by the Local Authority will be as published in the Local Authority Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form online, dates for notification to parents of admission decisions and the closing date for accepting places or lodging appeals. In case of any doubt on these dates, please contact the Local Authority or the school.

Parents will also be requested to complete a Supplementary Information Form (SIF) for St Francis Primary. This can be downloaded from the school website, completed and returned to the school office by email, or in person, not later than the closing date set by the Local Authority for school applications to be received.

**Oversubscription:**

The school will admit children up to its admission number of 60. However, should there be more applicants than the 60 places available, the governors of the school will give priority to children in the following category order, Category A being the highest:

**Categories:****A. Looked After Children (Children in Local Authority Care):**

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) and who have left that care through adoption, a child arrangements order or special guardianship order. A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live (in accordance with section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

**B. Children:**

◊ Baptised Catholic children living in the parishes of Sacred Heart, Shanklin, St Patrick's, Sandown, Our Lady and St Wilfrid's, Ventnor; or

◊ baptised Church of England children living in the parishes of Bonchurch, Holy Trinity, Ventnor, St Catherine's Ventnor, St Lawrence Ventnor, Wroxall, Godshill, Niton and Whitwell; or

◊ of Catholic parent/s who worship in the parishes of: Sacred Heart, Shanklin, St Patrick's, Sandown, Our Lady and St Wilfrid's, Ventnor; or

◊ of Church of England parent/s who worship in the parishes of Bonchurch, Holy Trinity Ventnor, St Catherine's Ventnor, St Lawrence Ventnor, Wroxall, Godshill, Niton and Whitwell.

**C. Children not within either category A or Category B.****Oversubscription criteria:**

In the event of there being more applications than places available in any of the above 3 categories the following criteria will be applied for all children falling within the category, in the following priority order:

**1. Children who will have a sibling in the school at the time of admission into the school and live the shortest distance from the school.**

**2. Serious medical, physical or psychological condition:**

Children with a specific medical condition confirmed by a consultant paediatrician or similar at the time of application which makes attendance at the school essential, and children with special educational needs, confirmed by an educational psychologist or similar educational professional at the time of application, which makes attendance at this school essential. Applications for children with identified special educational needs or a specific medical condition, should be supported by the appropriate documentation from an educational psychologist, consultant paediatrician or similar professional at the time of application.

### 3. Children who live the shortest distance from the school:

#### 'Home Address'

The 'home address' means the address where the child usually lives. Where parents have shared residence of a child and the child lives for part of the week with each parent, the Governing Body will take the home address to be the address at which the child lives most of a school week. Distance will be measured by straight line, using the Local Authority's Geographical Information System, from the centre of the building of the home address to the centre of the school building.

**Note:** If only one place at a school is available within the admission number and there are twins (or more in a multiple birth) in the family who has the next highest priority within the oversubscription criteria, the Governing Body will offer places to all those in the multiple birth, in accordance with 2.15 of the School Admissions Code.

### 4. Random Allocation:

If two pupils live the same distance away from the school, (for example in a block of flats) then the place would be allocated by lottery and witnessed by an independent observer who would be a representative of the Local Authority.

## EXPLANATORY NOTES:

1. A baptised Catholic means a person baptised in a church which is in communion with the See of Rome, or a person received into the Catholic Church.
2. To confirm 'Worship' the vicar/parish priest must know the child and parent/s and be able to confirm attendance at church, at least on special occasions.
3. A sibling means a brother or sister, including half-brother, half-sister, stepbrother or stepsister, or any child who lives in the home as part of the family.
4. A waiting list will be maintained by the school using the categories and criteria outlined in this Policy, in accordance with 2.14 of the School Admissions Code. It will be for parents to request that their child's name be included on a waiting list, it will not be added automatically by the school. Each added child will require the list to be ranked again, in-line with the oversubscription criteria. The waiting list will be maintained until at least the 31st of December 2016. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

### Fair Access Protocol:

The Local Authority has a 'Fair Access Protocol' which prioritises admissions for certain categories of school-age children. This protocol relates to admission applications throughout the year. The protocol will take priority above the school's Admission Policy for those on a school's waiting list and the LA may require schools to admit above their published admission limit.

## Forms to complete and closing date for applications:

### 1. Isle of Wight Common Application Form:

All parents must complete the Isle of Wight Common Application Form enclosed with this booklet and return it to the Admissions Office, County Hall, Newport by the published closing date of midnight on 15<sup>th</sup> January 2016. Notification to parents offering a primary school place will be sent by the Local Authority on 18<sup>th</sup> April 2016.

Applications made after midnight on 15<sup>th</sup> January 2016 will be considered after all on-time applications have been processed, unless exceptional circumstances warrant consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked according to the admission criteria. If more than one school can offer a place, the highest stated available preference will be allocated.

Alternatively, parents can apply online by accessing the Local Authority's website at [www.iwight.com/admissions](http://www.iwight.com/admissions). The online application must be received by the Local Authority by midnight 15<sup>th</sup> January 2016.

### 2. Supplementary Information Form (SIF):

Parents wishing to apply for admission to St Francis Primary in September 2016 under category B should also complete a Supplementary Information Form. This is available to download from the school website at [www.stfrancisventnor.co.uk](http://www.stfrancisventnor.co.uk) or can be collected from the school office. Once completed, it can be returned by email to [office@stfrancisventnor.org](mailto:office@stfrancisventnor.org) or can be handed in in person, along with the baptismal certificate, or letter/certificate indicating reception into the Catholic Church, or the form should be countersigned by the vicar or parish priest confirming worship. The Supplementary Form should be returned to St Francis School, Newport Road, Ventnor, PO38 1BQ by midnight on 15<sup>th</sup> January 2016.

The school's Supplementary Information Form should be returned to St Francis Primary by midnight 15<sup>th</sup> January 2016.

### Right of Appeal:

Parents whose children are refused admission to the school have the right of appeal. The appeal must be made in writing within 14 days of receipt of the letter of refusal to admit. Information on the appeal procedure, together with an appeal form, will be sent with the LA's letter (on behalf of the Governors) of refusal to admit. If you applied online the refusal letter will be emailed to you on 18<sup>th</sup> April 2016. Appeal forms, waiting list forms and information on the appeal procedure are available at [www.iwight.com/admissions](http://www.iwight.com/admissions). The form should be returned to the Clerk to the Appeal Committee, Committee Services, County Hall, Newport, PO30 1UD. Any appeals will then be heard by an independent appeals panel.