



St John the Baptist Catholic Primary School Camborne

In Jesus we live, love and learn together

**Admissions Policy
2014/15**

St John the Baptist Catholic Primary School, Camborne

Admissions Policy

Introduction

1. **St John the Baptist Catholic Primary School** is situated in the Diocese of Plymouth and is maintained by Cornwall Council.
2. The Governing Body is responsible for the School Admissions process acting on behalf of the diocesan trustees and operates an equal preference scheme.
3. The school primarily serves the parishes of Camborne and Redruth.
4. The school's Planned Admission Number (PAN) is **30** Reception children for every new academic year.
5. Parents wishing to apply for a Reception place in the school for their child must have completed and returned the appropriate LA application form by no later than **15 January 2014** for admission in the 2014/15 school year. From September 2011, applications for all year groups at the school will have to be made via the Local Authority.
6. Registration of application forms does not guarantee a place in the Reception Class.
7. The school will conform to the timetable for admissions published by the Local Authority for all primary schools. Details of the admissions process and dates are included in the LA Annual Application booklet which is distributed to all incoming parents.
The booklet for parents (How to apply for a place in a primary school in Cornwall) will be available from schools and the Local Authority from September 2011. The information will also be accessible on the Cornwall Council's website (www.cornwall.gov.uk/admissions).
All applications (paper and electronic) should be sent direct to the Local Authority. Late applications will be dealt with accordingly.
8. If an application is received late for a good reason, e.g. due to medical reasons or a recent move into the area, it will be accepted for consideration along with those received by the LA closing date . For more details regarding late applications please refer to the booklet for parents

(as above)

9. If your child is refused a place you have the right of appeal, in which case you should write to the school for details of the Appeal Procedure.

- 10.1 The government has made it a legal requirement (from September 2011) for all children to be admitted to school full-time in the September of their Reception year, but with parents having the right to request part-time or deferred admission until their children are of compulsory school age, although they still cannot defer beyond the Summer Term of their Reception year.

- 10.2 All children must receive full time education from the start of the term following their fifth birthday (the compulsory school age). In extenuating circumstances, and following consultations between the school, parents and the Local Authority, admission can be deferred until a child is of compulsory school age, if it is felt to be in the genuine interests of the child. If parents of a summer born child decide to defer the entry of their child to school to the Autumn of Year 1, they need to be aware that the school cannot guarantee this place.

- 11.1 If the school is over-subscribed children who are likely to be refused places will be listed in priority order so that, if a place becomes available before the allocation date, the child at the top of the list can be added to those who will be offered places. Once the allocations have been made, any parent refused a place will be asked whether they wish their child's name to be placed on the School's Priority Waiting List.

- 11.2 Being on the Priority Waiting List does not guarantee a child's automatic or eventual admission to the school.

- 11.3 A child's actual numerical position on the Priority Waiting List is not an accurate indication of their eligibility for admission to the school. The numerical position may change day on day depending on the ongoing applications the school receives. All admissions are judged solely against the school's Admissions Criteria. If necessary the LA in partnership with the Governing Body will keep a waiting list until the end of the first full week of the autumn term in 2014. The governors will then maintain a waiting list after this date.
Children who are the subject of a direction by the LA or who are allocated to the school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list. From September 2010, applications for all year groups at the school will have to be made via the LA.

Admissions Criteria

The Admissions Committee fully recognises their requirement to admit pupils with statements of Special Educational Needs, where St John's is the named school.

If there are more applications than the number of places available the Admissions Committee, acting on behalf of the Governing Body, will apply the following criteria in order of priority.

1. * Baptised Roman Catholic Children in Care
2. Children in Care and Children previously in Care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
3. *Baptised Roman Catholic children who will have a brother or sister at the school at the time of the likely admission. (Evidence: baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child's baptism) **see supplementary form**
4. * Baptised Roman Catholic children whose parents/guardians are resident in the parishes of Camborne and Redruth (Evidence: baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child's) **see supplementary form**
5. * Baptised Roman Catholic children whose parents are resident in other parishes at the time of likely admission (Evidence: baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child's) **see supplementary form**
6. Applications made by parents/guardians who are committed Christians or of other faiths whose children will have a brother or sister at the school at the time of likely admission. (Evidence : a baptismal certificate as supportive evidence or a supportive letter from the parish priest or other religious minister indicating the dates set for the child's baptism. (In this case a copy of the baptismal certificate must be provided prior to the child's admittance to school) **see supplementary form**
7. Applications made by parents/guardians whose children will have a brother or sister at the school at the time of likely admission **see supplementary form**

8. Applications made by parents/guardians of other Christian denominations (Evidence: a baptismal certificate or a supportive letter from the parish priest or other religious minister indicating the dates set for the child's baptism. (In this case a copy of the baptismal certificate must be provided prior to the child's admittance to school) **see supplementary form**)
9. Applications made by parents/guardians of all other children who are seeking admission for them at the school and have named the school among their preferences on the Common Application form.

Definitions

Parent/Guardian: The definition of parent/guardian will be in accordance with English Law.

Sibling: Siblings are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other.

Home Address: Each child may have one registered address only for the purposes of determining transport entitlement. This address should be the place where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child in order to make a decision.

Recognised Christian Church: includes any Church affiliated to 'Churches Together in England.'

Other faiths: examples of other faith traditions are Hinduism, Islam, Judaism, Sikhism

In the event of an over-subscription in the total number of applications, pupil places in the relevant criteria will be ranked based on a ballot system in order to ensure fairness. This will be conducted in accordance with paragraphs 2.33, 2.34 and 2.35 of the School Admission Code.

If an application is made by parents of a baptised Roman Catholic child outside the normal Admissions Schedule for Reception, then the Admissions Committee will have to consider the following factors:

- whether the LA agreed Pupil Admissions Number (PAN) for that year group(s) is full

- if the PAN is full within an Infant year group, whether the LA will provide sufficient funding for having exceeded the RICS regulations, which is a statutory requirement
- if the PAN is full within a Junior year group, whether the increase in class size will have a detrimental effect on the existing pupils in the class/year group/school

A place can be withdrawn if fraudulent information is provided.

Failure to provide the necessary supportive documentation (i.e. baptismal certificate (if appropriate), and proof of residency) may affect our ability to offer your child a place at our school.