



Mission Statement

*With Christ as our guide; Learning together
Loving God and each other; Becoming the best we can be.*

Admissions Policy 2023/24

St Peter's Catholic Voluntary Academy Trust known as St Peter's School

The normal years of entry are Reception (the Primary Phase), Year 7 (the Secondary Phase) and Year 12 (the Sixth Form) and there are separate admissions policies for each of these phases.

ENTRY TO ST PETER'S SCHOOL PRIMARY PHASE – ADMISSIONS TO RECEPTION IN SEPTEMBER 2023

St Peter's is a Catholic School (the "School") which was founded by and is part of the Catholic Church. The School is conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church. We ask all Parent(s)/Carer(s) applying for a place here to respect our Catholic ethos and its importance to our School Community. This does not affect the rights of parents of other faiths or none to apply to the School.

St Peter's is an all through mixed Catholic school for pupils aged 4-19 years and applicants will be admitted without regard to aptitude or ability.

St Peter's is its own admissions authority which means that Admissions is the responsibility of the Governing Body. The Governing Body has agreed admission policies for entry to Reception, year 7 and year 12 which conform to The Schools Standards and Framework Act 1998 and Regulations, the Education Act 2002, the Education and Inspections Act 2006 and Regulations. They are guided by the criteria set out in The School Admissions Code issued by the Secretary of State for Education in 2021 and the guidelines issued by the Catholic Diocese of Portsmouth. The policies take account of the Equality Act 2010.

The following policy relates solely to the entry of pupils who will reach the age of 5 years between 1 September 2023 and 31 August 2024 into Reception for September 2023.

For September 2023 the Governing Body has agreed an admission number of 60, which represents the maximum number of pupils that can be accommodated without prejudice to the education that the School provides and this is the School's Published Admissions Number (PAN) for the Primary Phase.

The School will work with the Local Authority to ensure that proper provision is made for any student admitted with an Education, Health and Care Plan (EHC Plan) or who is on the Code of Practice without an EHCP. The Governors and The School will follow the guidance given in the Special Educational Needs Code of Practice issued by the Department for Education. Children with an Education, Health Care Plan which has St Peter's School named in the EHCP will be given a place at the School and this will count towards the published admission number.

CO-ORDINATION BETWEEN ADMISSION AUTHORITIES

The offer of places for all Year Groups for all Admission Authorities in the Bournemouth, Poole and Christchurch area is co-ordinated by Bournemouth, Poole and Christchurch Local Authority. Application to St Peter's School can only be made on the official (electronic or paper) preference form obtainable from the applicant's home Local Authority (LA). This should be submitted to the home LA. Applications for Reception starting in September 2023 must be submitted by **15 January 2023**. The Local Authority Admissions Booklet contains information on how to complete application forms 'online', the dates for notification to Parent(s)/Carer(s) of admissions decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the School.

THE CRITERIA FOR ADMISSION

Should there be more applicants than places available, based on the evidence provided with each application, the Governing Body will use the criteria for admission to place every applicant in one of the categories listed below. The order of the categories listed below determines the order of priority for admission. Applicants who qualify for more than one category will be placed in the highest one in which they appear.

THE CATEGORIES USED TO DECIDE THE ORDER OF PREFERENCE FOR APPLICANTS

The categories are set out in the order in which they will be applied, starting with the highest category.

1. Baptised Catholic Looked After and Baptised Catholic previously Looked After Children (see Clarification of key parts i)

Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances the Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received in to full communion with the Catholic Church or is a current member of a formal Catholic sacramental church programme.)

2. Baptised Catholic children. (see Clarification of key parts ii)

Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances the Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme.)

In addition, the Catholic Parish Priest will be asked to provide through completion of a Supplementary Information Form (SIF) a statement confirming that attendance at Catholic Mass has been either:

- **Regular:** attendance at Sunday (or Saturday evening) Mass weekly
- **Occasional:** attendance at Sunday Mass(or Saturday evening) at least monthly
- **Irregular:** attendance at Sunday Mass(or Saturday evening) less than monthly or not at all.

The School will accept electronic signatures from priests or other faith ministers if this is part of an email sent from an official email account.

3. Looked After and previously Looked After Children other than those in category 1 (see Clarification of key parts i)

Children who are currently or were previously in the care of the local authority or provided with accommodation by a local authority in the exercise of their social functions.

4. Children of Staff at the School. (See Clarification of key parts iii)

5. Children of other Christian traditions who are practising Christians(See Clarification of key parts iv).

Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate (or equivalent written evidence of church membership) and a Supplementary Information Form (SIF) from their Church confirming religious practice as deemed by their Vicar, Minister or Church

6. Children who are practising members of faith traditions other than the Christian faith

Parent(s)/Carer(s) will be required to produce written evidence of membership of and a Supplementary Information Form (SIF) from their Faith Establishment confirming faith practice.

7. Other children and any other applicant who has not provided the supporting documents required above by 15 January 2023.

Where relevant, within the above categories, applications will be ranked in the following order:

1. Level of Religious Practice

For Catholic applicants, the child's Catholic Parish Priest should be asked to complete a Supplementary Information Form (SIF) and state whether the child's practice has been:

- **Regular:** attendance at Sunday (or Saturday evening) Mass weekly
- **Occasional:** attendance at Sunday (or Saturday evening) Mass at least monthly
- **Irregular:** attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

For children other than Catholics, the Governing Body look for written evidence of regular practice through completion of a Supplementary Information Form (SIF) that will confirm religious practice through reference to the Minister, or Leader, of the place of worship that the family attends.

2. Siblings

Preference will be given to those children with a sibling on roll at the date of the deadline for application. If all the siblings in a particular category cannot be admitted, preference will be given to those children whose sibling is in a year group closest to their own. This applies to an applicant with a sibling on roll at the date of the deadline for application.

3. Distance

Higher priority will be accorded to applicants within each category and level of attendance at Mass living nearer to the School with the distance being measured by the Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the address at which the child lives for most of the week).

If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance, a random allocation system (supervised by an independent body) will be used to determine the allocation. The Governors have determined that the measuring point should be at the Iford site.

CLARIFICATION OF KEY PARTS OF THE ADMISSIONS POLICY

(i) Looked After and Previously Looked After Children

For the purposes of these admissions arrangements the definition of Looked After and Previously Looked After Children from 1.7 Admissions Code 2021 below will be used.

1.7 All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children (15) and all previously looked after children, including those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted (16). Previously looked after children are children who were looked after but ceased to be so because they were adopted (17) (or became subject to a child arrangements order (18) or special guardianship order (19)). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

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

(16) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(17) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders)

(18) Child arrangements 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.

(19) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

(ii) Catholic

For the purposes of these admissions arrangements, a Catholic means either

- a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church or
- a current member of a formal Catholic sacramental church programme.

(iii) Children of Staff at The School

The member of staff will have to have been employed on a permanent contract by St Peter's School for two or more years at the time at which the application for admission to the School is made before the application will be considered to fall into Category 4 – Children of staff at the School.

(iv) Other Christian Traditions

Children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Please check for an up to date list at Churches Together in England (www.cte.org.uk) and Evangelical Alliance (www.eauk.org)

(v) Other faiths

Children who are members of a religious community that does not fall within the definition of 'other Christian traditions' above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

(vi) Home Address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the local authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the local authority. If any information supplied by

an applicant is judged by the local authority to be fraudulent or intentionally misleading, the local authority may refuse to offer a place, or if already offered, may withdraw the offer.

Places cannot normally be offered on the basis of a possible future move but may be offered on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the Parent(s)/Carer(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official Government letter (MOD, FCO or GCHQ) declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from The School) providing that such a move occurs **before** the closing date for receipt of applications i.e. 15 January.

The home address will be the address that complies with the above at the closing date for receipt of the application i.e. 15 January.

Applications from separated Parents/Carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time.

Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the local authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the local authority. If any information supplied by an applicant is judged by the local authority to be fraudulent or intentionally misleading, the local authority may refuse to offer a place, or if already offered, may withdraw the offer.

In cases where a child lives with one parent for a week and then with the other parent for a week, or where arrangements are ad hoc, it may be said that the child is ordinarily resident during the school week at both addresses. In these circumstances only one address can be considered for the purposes of the application and it is for the parents to choose which to use for the purposes of the application.

(vii) Final Tie-Break Allocation Process

If there are insufficient places to accommodate all applicants and after using all tie break criteria, applicants for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

DOCUMENTATION

It is the responsibility of the Parent(s)/Carer(s) to ensure that the completed application form is submitted to their home LA in paper form or electronically by the date specified by that LA. Late applications cannot be considered until after the initial allocation of places has taken place.

The SIF can be downloaded from the School website or collected and returned to The School (Southbourne site). The SIF cannot be completed online.

Documentation Required in Support of Application

Parents/Carers should submit the following documentation in support of their application to St Peter's School (Southbourne site) by **15 January 2023**.

Failure to submit the correct original evidence by the date stated will prevent the application being considered in the faith category and the application will be considered under Category 7.

In the event that the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

Category 1 Catholic Looked After or Previously Looked After applicants

- (a) Child's Baptismal Certificate or (where [when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme).
- (b) Evidence from the Local Authority that the child is currently or was previously Looked After. In the case of a Previously Looked After child, a copy of the adoption order, child arrangement order or special guardianship order and a letter from the Local Authority that last looked after the child, confirming that he or she was Looked After immediately prior to that order being made.

Category 2 Catholic applicants who attend Mass at least weekly

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme)
and
- (b) A Supplementary Information Form (SIF)

Category 2 Catholic applicants who attend Mass at least monthly

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme)
and
- (b) A Supplementary Information Form (SIF)

Category 2 Catholic applicants who do not attend Mass or attend less than monthly

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme).
and
- (b) A Supplementary Information Form (SIF)

Category 2 Other Baptised Catholic applicants

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme).

Category 3 Non Catholic Looked After or Previously Looked After applicants

Evidence from the Local Authority that the child is currently or was previously Looked After. In the case of a Previously Looked After child, a copy of the adoption order, child arrangement order or special guardianship order and a letter from the Local Authority that last looked after the child, confirming that he or she was Looked After immediately prior to that order being made.

Category 4 Applicants who are children of staff

Confirmation of start date of employment on a permanent contract by St Peter's School as evidenced by the Contract of Employment.

Category 5 Other Christian Faith applicants who are practising members of the faith

- (a) Baptismal Certificate (or equivalent written evidence of church membership)
and
- (b) A Supplementary Information Form (SIF) confirming child is a practising member of the Christian tradition signed by the Vicar, Minister or Church Leader.

Category 6 Other Faith applicants who are practising members of the faith

- (a) Written evidence of membership of the faith
and
- (b) A Supplementary Information Form (SIF) confirming child is a practising member of the faith tradition signed by the Faith Leader.

Parent(s)/Carer(s) should note that any copies of original documents or documents sent electronically to either The School or LA **will require verification** by the Admission Authority on or before 15 January 2023.

Parent(s)/Carer(s)

A Parent/Carer is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989. Where responsibility for a child is 'shared', only one application can be considered. Where Parents are separated it is essential that agreement is reached by both parties concerning the application. If agreement cannot be reached in the case of parents with joint Parental Responsibility, the Academy will only consider the application from the Parent who subsequently provides proof of their sole legal authority to decide upon matters of education and whose address will therefore be used for admissions purposes. If no such proof of sole legal authority to decide upon matters of education is provided, the application cannot be considered.

Siblings

For the purposes of the Admissions Policy, siblings are brothers and sisters. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister, foster brother or sister and the children of Parent(s)/Carer(s) who are married or cohabiting, where the Parent(s)/Carer(s) and children live together in the same household at the same postal address.

APPLICATIONS FOR PUPILS WHO ARE DISABLED

All parents are invited to visit the School and assess the suitability for their child.

MULTIPLE BIRTH CHILDREN

If the last pupil offered a place within the Published Admission Number (PAN) is from a multiple birth or has a sibling in the same year group, any further sibling may be admitted, if the Parents/Carers so wish, even though this may raise the intake number above The School's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

IN YEAR APPLICATIONS

Applications for a place during the School year 2023-2024 will be considered by the Governing Body against the category order set above for any available places. A single application form and SIF will be used for all applications for in-year admissions.

ADMISSION ARRANGEMENTS FOR THE YEAR 2023/2024

Parents of pupils whose fifth birthday falls in the period 1 September 2023 to 31 August 2024 who are offered a place for September 2023 should be aware of the following:

- a) The statutory school starting age of a child is the start of the autumn, spring or summer term following his or her fifth birthday
- b) that child is entitled to a full-time place in the September following their fourth birthday;
- c) 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
- d) 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.

Application for their child to go part time must be made direct to the School after the offer of a place has been made and accepted by the parent.

SUMMER BORN BABIES

Applicants cannot normally defer entry until the following September which is in a new school year. In that case a new application for entry into Year One for that school year would be necessary. However, parents of children born between 1 April and 31 August 2019 (inclusive) may wish to request admission to the Reception year in September 2024 rather than admission to Year One. In these circumstances, all relevant factors will be considered by Governors on a case by case basis in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. Governors reserve the right to seek independent advice. If agreement is reached that a child born between 1 April and 31 August 2019 may start in Reception in September 2024, parents must apply for a place the following year for that year group. If parents have already applied for a place to start in 2023 and subsequently delayed admission is agreed, the application would be withdrawn and they would need to reapply the following year alongside all other applicants.

Please note that places cannot be reserved or held from the previous year.

It is recommended that parents considering such a request refer to the Summer Born Babies policy available on the school website before contacting the School and the local authority admission team in the autumn term 2022 to ensure that an informed decision is made.

OUT OF NORMAL AGE GROUP REQUESTS

St Peter's Governing Body adopts the Bournemouth, Poole and Christchurch Policy and Procedure for delayed admission of Pupils Outside of their Normal Year Group. Requests from parents with pupils who are gifted and talented, or who have experienced problems or missed part of a year, for example, due to ill health, can seek places outside the normal age group. The 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.

IN-YEAR FAIR ACCESS PROTOCOL

St Peter's School, together with other Bournemouth, Poole and Christchurch schools and the Bournemouth Poole and Christchurch Local Authority, operates an In-Year Fair Access Protocol in accordance with The Schools Admissions Code. This is reviewed by the Bournemouth Poole and Christchurch Admissions Forum on a regular basis.

APPEALS

A parent/carer whose child is refused admission has the right to appeal against the decision and is asked to contact the Clerk to the Governing Body (swo@st-peters.bournemouth.sch.uk) who will issue the appropriate application form. An independent panel will hear the appeal, the outcome of which is legally binding on all parties.

WITHDRAWAL OF OFFERS OF PLACES BY THE GOVERNORS

Once the Governors of St Peter's School have made an offer of a school place, they may withdraw that offer in very limited circumstances. These may include when the Governors offered the place on the basis of a fraudulent or intentionally misleading application from a Parent/Carer (for example, a false claim to residence in the area) which effectively denied a place to a child with a stronger claim or where a place was offered by the Local Authority, not the Admission Authority, in error. If a Parent/Carer has not responded to the offer of a place within a reasonable time, and the Governors are considering withdrawing a place, they will remind the Parent/Carer of the need to respond and point out that the place may be withdrawn if they do not.

WAITING LISTS

There is a waiting list for each year group. For applicants to Reception (entry September 2023) a new waiting list is created after completion of the co-ordinated admissions process. This is derived from a separate application that must be submitted and that will remain in force until 31 July 2024. All other year group waiting list applications expire on 31 July of each year and Parent(s)/Carer(s) must then re-apply if they want their child's name to be carried forward to the waiting list for the next year group. Vacancies will be allocated from the lists in accordance with the admissions criteria set out above. Looked After Children, previously Looked After Children and those allocated a place at the School in accordance with a Fair Access Protocol, must take appropriate precedence over those on a waiting list. Positions on the list will fluctuate and a child's place will change as and when additional requests are received. Should a free place become available the list will always be updated.

CONTACT WITH THE SCHOOL

The Governors want their Admissions Policy to be presented to Parent(s)/Carer(s) as clearly and helpfully as possible. Parent(s)/Carer(s) should not hesitate to contact St Peter's, if in doubt about any matter relating to the Policy and how it is implemented.

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