



St Dominic Savio Catholic Primary School

Admission Policy School Year 2013/2014

St Dominic Savio Catholic Primary School is a Voluntary Aided school in the trusteeship of the Catholic Diocese of Portsmouth and is maintained by Wokingham Borough Council.

The school serves the Catholic Parishes of St John Bosco, Woodley, Our Lady of Peace and Blessed Dominic Barberi, Earley and St Thomas More, Twyford.

This policy has been determined by the Governing Body following consultation with the Diocese of Portsmouth, the relevant Admissions Authorities, parents and all other interested parties in accordance with the School Admissions Code.

Admission Arrangements for 2013/2014

In the school year 2013/2014 the Governors will admit up to 60 children (Published Admission Number) who reach their 5th birthday between September 1st, 2013 and August 31st, 2014. Infant classes will not normally contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances (See Explanatory Notes – iv.).

Admission to the school is the responsibility of the Governing Body. Wokingham Local Authority is responsible for co-ordinating all the arrangements across the authority.

In November 2012, common application forms (CAFs) will be sent by the Local Authority to parents/carers whose children will reach compulsory school age between September 1st, 2013 and August 31st, 2014. Applications for entry to St Dominic Savio Catholic Primary School in the school year commencing September 2013 must be made using the CAF and returned to the Authority (address on the CAF form). The deadline for applications is 15th January 2013.

Wokingham Borough residents must apply using the Wokingham CAF to apply for schools within the Borough and to other areas of England. The application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. Residents of other local authorities in England must apply to their home authority for schools in the Wokingham Borough. Parents are advised to check offer and acceptance dates with their home authority, if not Wokingham Borough Council.

In addition to the CAF parents/carers are asked to complete a separate supplementary information form (SIF) **which must be returned to the school office**. These forms are available either from the school office, the school website or Wokingham Borough Council. The additional information on this form assists governors in placing applications in the correct oversubscription category. If no SIF is submitted governors can only rank the application on the basis of the information contained in the CAF. The deadline for submitting the SIF is also 15th January 2013. Your child's baptismal certificate must be included with the SIF for your child to be considered in categories A, B or C. Baptisms must have taken place before this date for your child to be considered in categories A, B or C.

In the event of more than 60 applications being received, Governors rank all applicants strictly according to the over subscription criteria. The Governors will operate an Equal Preference Policy. This means that all applications will be treated equally, irrespective of need or ability and without reference to the positioning in the ranked list on the CAF. Offers of places will be made by the Authority on behalf of the Governing Body on 16th April 2013. Parents who apply online will also be able to view the results of their application on 16th April 2013. Parents are required to accept the offer of a place by 30th April 2013.



Admission criteria

Should there be more than 60 applications children will be ranked in the following category of priority:

- Category A Baptised Catholic children in Local Authority Care and previously in Local Authority Care (Looked After Children)
- Category B Baptised Catholic siblings of pupils of St Dominic Savio Catholic Primary school at the time of entry to the school.
- Category C Baptised Catholic children
- Category D Other children in Local Authority Care and previously in Local Authority Care (Looked After Children)
- Category E Other siblings of pupils of St Dominic Savio Catholic Primary School at the time of entry to the school.
- Category F Other children.

Documentation required in support of applications

- (i) Child's baptismal certificate for categories A, B and C.

Children with a Statement of Special Educational Need with the school named in the Statement will be guaranteed a place and have priority over other applicants. The admission of children with a Statement will count towards the school's Published Admission Number.

Oversubscription

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

- All children will be offered full time places from the September after their 4th birthday.
- Parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age
- Where entry is deferred, the school will hold the place for that child and not offer it to another child.
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.
- Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.



From time to time the Governors receive requests for children to start school earlier than the published times. Parents/carers should note that such applications will only be considered under very exceptional circumstances, for example family bereavement. The needs of working parents and associated childcare arrangements should not be considered as exceptional.

Explanatory notes

i. Catholic

A Catholic is a baptised member of a church in communion with the See of Rome.

ii. Parent

S576 Education Act 1996

A parent in relation to a child, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

iii. Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. A sibling will have a brother or sister still at the school in the academic year in which they join the first year of the Foundation Stage.

iv. Exceptional Circumstances where children are permitted to be admitted even though class size is 30

The excepted children are:

- children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth or sibling born within the same school year is admitted otherwise than as an excepted pupil;
- children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

v. Home Address

This is a child's permanent address at the time of the application. We regard this as where the child spends the majority of the school week (Monday to Friday including nights).



St Dominic Savio Catholic Primary School

vi. Looked After Child

By a 'Looked After Child' we mean a child who is looked after by a local authority in accordance with section 22 of the Children's Act 1989 at the time an application is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school.

vii. Previously Looked After Child

Previously looked after children are defined as children who have left care through an adoption, special guardianship or residence order.

viii. School Year

A school year is from 1st September – 31st August.

Appeals

Parents have the right to appeal if the Governors refuse a place for their child. The appropriate form can be obtained from the address below. All appeals must be lodged within 20 school days from the date parents are notified that an application was unsuccessful. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements and have the chance to submit any relevant papers and to speak at the hearing. The Appeal Panel's decision is binding.

The Clerk to the Appeals Panel
Member Services Section
Wokingham Borough Council
Shute End
Wokingham
RG40 1WQ

Telephone: (0118) 974 6059

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further applications for appeals in the same school year (September 1 to August 31) unless there has been an exceptional change in circumstances.

Waiting List

A list is maintained for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the list is the same as the list of criteria for over-subscription. No account is taken of length of time on the list. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria. The list is held by Wokingham Local Authority under the co-ordinated scheme until 30th September 2014. After that date the school will maintain the list although continuing to liaise with the Local Authority. We will seek confirmation periodically from parents that they wish their child to be kept on the list.

The Governors of St Dominic Savio Catholic Primary School will participate in the local authority Fair Access protocols agreed by the Wokingham Admissions Forum.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol must take precedence over those on a waiting list.



St Dominic Savio Catholic Primary School

Late Applications

Late applications will be allocated according to the Admission Criteria after all other applications have been considered. If places are not available they will be added to the aforementioned list. Applicants will be notified by the Local Authority about the success of their application.

Applications outside the normal admissions cycle

In accordance with the co-ordinated admissions scheme, applications for in year admission should be made on the common application form. Information on the availability of places and the common application form can be obtained from Wokingham Local Authority. All applications for this school must be made using the Wokingham CAF. The application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. Applicants for categories A, B and C are also requested to complete a separate supplementary information form (SIF), **which must be returned to the school office**.

Admission outside normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by the Governing Body where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the Governing Body, that to do so would be in the pupil's interests.

Admissions in 2012/2013

Figures to be provided after admission offers have been finalised during the Summer Term 2012.

Category	Applications received by the closing date	Admissions
Category A		
Category B		
Category C		
Category D		
Category E		
Category F		
Total		

Any requests for further information should be addressed, in the first instance, to the School Secretary, on telephone number (0118) 969 3893, e-mail: schoolsecretary@st-dominicsavio.wokingham.sch.uk.

Signed Committee Chairman