

ST TERESA'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2013/2014

St Teresa's School welcomes and respects each pupil as a child of God, recognises individual capabilities, nurtures potential and celebrates success.

Admission to the school is the responsibility of the Governing Body and not the Local Authority (LA). The school is a partner in the co-ordinated admission arrangements for primary admissions in Wokingham LA and follows their admission timetable.

This policy has been prepared by the Governing Body following consultation with the Diocese of Portsmouth, the relevant Admissions Authorities. Parents are asked to ensure that they read and fully understand the conditions of admission to the school. They are asked to pay particular attention to the over-subscription criteria and to the evidence required with the application.

At St Teresa's we follow the statutory requirement to offer all children a full time school place from the September following their 4th birthday.

Parents may request that their child attends part-time until the child reaches compulsory school age.

Parents may defer their child's admission to the school until later in the school year or until the child reaches compulsory school age in that school year.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date. A half-term's notice is required, running from the end of a full-term or half-term holiday.

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 Governors receive requests for children to start school before their due school admission date. Parents 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 are not considered exceptional. Enquiries regarding admissions can be made to the Headteacher or LA.

Children who are enrolled in the Pre-School will not transfer automatically to St Teresa's School and parents must make separate application for admission to St Teresa's.

Pre-school enrolment offers no advantage in consideration for a place at St Teresa's, and does not guarantee a place. The school will consider all applications in the light of its Admissions Policy.

Applications for entry to St Teresa's Catholic Primary School in the academic year September 2013-August 2014 must be included on the LA Common Application Form and must be submitted to the LA to whom the parents pay their council tax; in the case of Wokingham LA the closing date is 15 January 2013. This can be completed online.

Please note that other Local Authorities may have different closing dates.

In addition to the Common Application Form parents/carers are asked to complete a separate Supplementary Information Form (available from the school or the LA). The additional information on this form assists governors in placing applications in the correct over-subscription category. All completed forms should be returned to the LA.

Decisions on which children are to be offered a place will be made by the Governors' Admissions Committee of the school during February 2013 and the LA will be notified by the 22 March 2013. Offers of places will be made by the LA on behalf of the Governing Body on the 16 April 2013. Parents who apply online will also be able to view the results of their application on 16 April 2013.

Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if an application fulfils a higher criterion than that under which places have been offered to other applicants, it will be unsuccessful.

The number of children to be admitted in 2013/2014 is intended to be 45. The admission number is compatible with the duty to comply with Infant class size legislation. The teaching group size at Key Stage 1 will not exceed 30.

In Year Admissions

In Year admissions are coordinated by the local authority. Applications must be made to the local authority.

Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Governing Body makes decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Admission Numbers for each year group (September 2013)

Reception	45
Year 1	45
Year 2	45
Year 3	35
Year 4	35
Year 5	35
Year 6	35

The Governing Body will consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more applications than available places being received, places will be allocated strictly in the following order of priority:

1. Catholic '*Looked After Children*' or '*Previously Looked After Children*' (*i.e. looked after children subsequently adopted*) in the care of a Local Authority.
2. Baptised and practising* Catholic children with a baptised Catholic sibling already in attendance at St Teresa's at the time of entry to the school. (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.)
3. Baptised and practising* Catholic children resident in the parishes of Corpus Christi, Wokingham, Holy Ghost, Crowthorne and the Arborfield Garrison Church.
4. Baptised and practising* Catholic children resident in other parishes.
5. Baptised Catholic children.
6. Non Catholic '*Looked After Children*' or '*Previously Looked After Children*' *in the care of a Local Authority*
7. Unbaptised children of baptised Catholic parents (proof of baptism of parent will be required).
8. Other pupils with a sibling in attendance at the school at the time of entry.

9. Children of parents who are practising* members of other Christian churches (churches who are members of "Churches Together In England")
10. Children of parents who are practising* members of other faiths
11. Other children

***Practising is defined as 'significant involvement with the church on a frequent basis, i.e at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application'.**

Tie Breaker

Should there be more applicants than places in any of the above categories, priority will be given to children living closest to the school. Distances will be measured by the LA, using a GIS computerised mapping system, and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school, with those living closest to the school receiving the higher priority.

In the case of a multiple births' application falling at the cut-off point, if only one sibling is not offered a place within the standard admission number, then they will be admitted as an exceptional circumstance. If more than one sibling from that multiple birth is not offered a place within the normal process, the parent/carer will make the decision as to which child or children are admitted to the available place(s).

Children with a Statement of Special Educational Need

A pupil with a statement of special educational need, naming the school, will be admitted to the school.

EVIDENCE REQUIRED WITH APPLICATION

All categories	Proof of residence in the form of a current utility bill
Categories 2 - 4	Declaration on the Supplementary Information Form from your Parish Priest or the Priest at the Church you attend, indicating that you have significant involvement with the church on a frequent basis (i.e. at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application)
Categories 2 - 5	Child's baptismal certificate
Category 7	Parent's baptismal certificate

Applications made on the LA's Common Application Form, without submission of a Supplementary Information Form and/or relevant supporting evidence described above, will still be considered by the Governors' Admissions Committee, but under category 11 of the over-subscription criteria. For those children who are not offered a place, a waiting list is maintained by the LA until 31 December 2012; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on a waiting list.

Parents of prospective pupils are welcome to visit the school by prior arrangement.

The Admissions Forum for Wokingham LA Schools has agreed arrangements to secure the timely placement of all pupils in schools. All admissions, including St Teresa's, have agreed a protocol for in-year admissions (including children moving into the area). Please refer to the LA's booklet. In-year applications for places at St Teresa's are considered using the same criteria. Applications for a school place outside a child's normal age group are considered on an individual basis.

Appeals

Parents have the right of appeal if an application is rejected. Unless exceptional circumstances apply, only one appeal will be held. Details of the procedure and the appropriate form can be obtained from: The Clerk to the Appeals Panel, Democratic Services Team, Wokingham Borough Council, Shute End, Wokingham RG40 1WQ (Tel: 0118 974 6059).

St Teresa's Pre-school

Admissions Policy

- The Pre-School is open to children, aged from the term after they turn 3 years old to 4 years old until a child reaches statutory school age.
- Children will be welcomed from all social, cultural and religious backgrounds.
- The Admissions Policy is implemented each term, one term in advance of the anticipated start date.

Admission to St Teresa's School

Children who are enrolled in the Pre-School will not transfer automatically to St Teresa's School and parents must make separate application for admission to St Teresa's.

Pre-school enrolment offers no advantage in consideration for a place at St Teresa's, and does not guarantee a place. The school will consider all applications in the light of its Admissions Policy.

Children with a statement of special educational need

A pupil with a statement of special education need, naming the school, will be admitted to the Pre-School.

Applications will be considered in the following order of priority:

1. Catholic *'Looked after Children' or 'Previously Looked After Children' in the care of a Local Authority.*
2. Baptised and practising* Catholic children with a baptised Catholic sibling already in attendance at St Teresa's Catholic Primary School at the time of entry to the school. (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.)
3. Baptised and practising* Catholic children from the parishes of Corpus Christi Wokingham/Holy Ghost Crowthorne and the Arborfield Garrison Church.
4. Baptised and practising* Catholic children from other parishes.
5. Baptised Catholic children.
6. Non Catholic *'Looked after Children' or 'Previously Looked After Children' in the care of a Local Authority.*
7. Unbaptised children of baptised Catholic parents (proof of baptism of parent will be required).
8. Other pupils with a sibling in attendance at the school at the time of entry.
9. Children of parents who are practising* members of other Christian churches (churches who are members of "Churches Together In England")
10. Children of parents who are practising* members of other faiths
11. Other children

*Practising is defined as 'significant involvement with the church on a frequent basis, i.e. at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application'.

Tie Breaker

Should there be more applicants than places in any of the above categories, priority will be given to children living closest. Distances will be measured radially, as a straight line between the Land Property Gazetteer address points for the respective home address and school.