



Corpus Christi Catholic Primary School Admissions Policy

*I am the good shepherd. I know my own and my own know me, just as the Father knows me and I know the Father
... I have other sheep that do not belong to this fold. I must bring them also ...
so there will be one flock, one shepherd.*

John c.10

This policy refers to the school year
2024-25

Part One: *For children who will reach their fifth birthday between 1st September 2024 and 31st August 2025.*

By law, all children must start school by the term following their fifth birthday. The Published Admission Number to the school is 60 and therefore governors will admit children who reach the age of five between 1st September 2024 and 31st August 2025, at the beginning of the Autumn Term 2024.

Parents have the right to state a preference about their child's school. This is done when completing Bournemouth, Christchurch & Poole (BCP) Council's Online Common Application Form, or requesting a paper copy from BCP council.

It is the applicant's responsibility to forward the appropriate evidence in support of application (see Evidence Required in Support of Applications criteria) to the school by the BCP Council's deadline (midnight on 15th January 2024). The Online Common Application Form, or paper copy, should be completed by the deadline date, (see the section headed 'The Admissions Timetable'). Please note that applying online is the preferred option of BCP Council.

Parents may want to consider the following options which are available when applying for a school place.

Deferred Entry

(attending school part-time for an agreed period)

When a child is offered a place, the school will provide a full-time education in the September following their fourth birthday. Although if parents so wish, *their child can attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.* You can discuss this with the school to help you make a decision which is best for your child. See further information at page 4.

Delayed Entry

(delaying school entry for a year and admission outside their normal age group)

By law, children have to be in full-time education by the prescribed day following their fifth birthday (31st August, 31st December and 31st March are the accepted dates for beginning each term). *Exceptionally, parents of children with birthdays between 1st April and 31st August 2020 may wish to delay admission until September 2025, and may request admission into Reception Class for September 2025.* See further information at page 5.



Evidence Required in Support of Applications

For all Categories – BCP Council's online application

<https://bcp.cloud.servelec-synergy.com/Synergy/Parents/default.aspx> is the preferred method of applying for a school place, paper copies can be requested and sent back to the BCP Council on completion. ***The deadline for applications to BCP Council is midnight on 15th January 2024***

For Category 2* – **a baptism certificate, or a certificate of reception into full communion with the Catholic Church.**

For Category 4* – **a letter confirming membership of that Christian denomination** and signed by the appropriate minister of religion. Alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

For Category 5* – **a letter confirming membership of that religious denomination** or faith and signed by the appropriate minister of religion or faith. Alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

*** IMPORTANT NOTE - for all EYFS applications**, the deadline for returning all evidence (baptism certificate or supporting letter) to the school is 15th January 2024. Failure to provide the correct documentation by this date may affect your child being placed in the incorrect category order. See oversubscription categories below.

Oversubscription Categories

Should there be more applications than the 60 places available, these will be considered in accordance with the following category order: Note: if there are fewer applications than the Admission Number, all children are admitted.

1. Looked After Children (LAC), previously Looked After Children (PLAC) and internationally adopted previously looked after children (IAPLAC) (*See Note 1 below*).
2. Children who are Catholic and with a sibling in the school who will still be on roll at the time of admission. (*See Note 3 below*).
3. Children who are Catholic. (*See note 2 below*).
4. Children with a sibling in the school who will still be on roll at the time of admission. (*See Note 3 below*).
5. Children of families who are members of other Christian churches. (*See Note 4 below*).

Evidence of membership should be a statement of membership made on a letter from a Christian faith leader.

6. Children of families who are members of other faiths.

Evidence of membership should be a statement of membership made on a letter from a faith leader.

7. All other applicants.

If any of the above categories are oversubscribed, all applications in that category will be prioritised in order by 'distance from the school' with those living closer receiving higher priority (see Note 5 below).



Notes

1. a) A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. PLAC also includes those children who appear (to the governing body) to have been in state care outside of England (this includes IAPLAC) and ceased to be in state care as a result of being adopted.

b) Applicants can be asked to provide additional evidence in order to verify the IAPLAC and PLAC status of a child.

c) A child is regarded as having “been in state care in a place outside of England” if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child.

d) It is at the discretion of the admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.
2. At all parts of this policy, ‘Catholic’ is defined as *“a person baptised in a church which is in communion with the See of Rome or a person received into full communion with the Catholic Church. 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.** For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.”*
3. A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, foster 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.
4. Governors define a member of a Christian Church ‘as 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 credal 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 see www.cte.org.uk for further details.
5. The Authority’s Geographical Information System (GIS) in use at the time of setting this 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 will be used to determine the allocation, supervised by an independent person.
6. If the last pupil offered a place (the 60th child) is from a multiple birth, a place will be offered to each of the siblings concerned. This may temporarily result in an admission number over 60.



Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Families of Service and Crown Personnel

The school will follow the admissions code direction when processing applications from families of service and crown personnel.

A place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date and Unit address (see note 1 (d)). The school will not refuse to process an application solely because the family do not yet have an intended address, or do not yet live in the area.

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

When applying for point of entry, Corpus Christi Catholic Primary School will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Reception and Year 3 (Key Stage 2)) is 15 January 2024. This means if your moving date is after 15 January 2024, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

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

Children with Special Needs

If our school is named in a child's Education, Health and Care Plan (EHCP), then the Governors must offer him, or her, a place. *Where possible such children will be admitted within PAN.*



Unless your child has an Education, Health and Care Plan (EHCP), his or her application will be considered alongside all others received and will be given equal treatment with them in deciding on lists of those children to be offered places. *Where possible such children will be admitted within PAN.*

Delayed Entry - further information

Parents considering such a request should inform the school in writing and discuss their request with the Headteacher or a member of the School Leadership Team to ensure that the school is fully aware of the details. This request should be made in writing and sent to **The Admissions Panel, Corpus Christi Catholic Primary School, St. James' Square, Bournemouth, BH5 2BX.** Parents should also inform the LA, in writing, in the Autumn Term 2023 stating the reasons they wish to delay entry for their child.

The decision to grant 'Delayed Entry' is reserved for the admitting authority and as such the Governors will make decisions based on the particular circumstances of each case. This will include taking account of the parents' views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. They will also take into account the views of the Headteacher. The admitting authority will inform the parent of their decision to either grant or reject a delayed entry request and will inform the parent accordingly. The admitting authority will set out clearly the reasons for their decision. ***Note, If Delayed Entry is agreed, parents must re-apply for a school place, in EYFS rather than into Year 1, during the following year.***

For a delayed entry case to be considered the school must be informed by the deadline for applications (15th January 2024) in line with the LA admissions process. Governors will ensure the case is heard, a decision is made and parents informed within one month of receipt of the request. 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.

Deferring Entry

Many parents will have concerns about their child starting school in September and parents have the right to defer their child's start date at the school and/or send their child to school on a part time basis until the child reaches compulsory school age. If you wish, you can speak to the Headteacher, they can help understand the nature of early school life and work with parents to secure the best start for your child. Please contact the school to make an appointment to discuss your child's needs - ***this can be done at any time after you have been offered a place and up to the end of July before starting school.***

Appeals

Under Section 84 the School Standards and Framework Act 1998 and the School Admissions (Appeal Arrangements) Regulations 2012, parents have the right to appeal, ***to an independent appeals panel***, in the event of their application for admission of a child being refused by the Governors, parents/carers will have the opportunity to appeal against the decision. The appeals process is currently under review as BCP Education Appeals Service notified the school on 4 January 2024, that it will no longer support the appeals process for academic year 2024/25 and beyond. In response, the school is now in the process of developing a plan (with other local schools) to manage the appeals process. Once finalised, the revised appeals process will be published.

The Admissions Timetable

BCP Council operates a timetabled coordinated admissions procedure for all BCP Primary Schools in line with Government legislation. BCP Council will manage the process on behalf of this school according to the scheme which they will publish in their booklet 'Starting Primary School 2024-25' but it is the Governing Body, as the Admission Authority for this school, who will allocate the available places in line with this policy.

The closing date for admission application forms to be received by BCP Council will be as published in the booklet 'Starting Primary School 2024/25'. Also contained in that booklet will be dates for notification to parents 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.

Waiting Lists



There is a waiting list for those refused a place. This waiting list is ranked in accordance with our oversubscription criteria as given above. Any places that do become available will be allocated in accordance with these criteria. The waiting list is re-ranked every time an application is received. No account is taken of the time an applicant has been on the waiting list. The waiting list is held until the end of each academic year (31st August), and if parents wish to remain, they must submit a new application from 1 June.

Please Note: Children with EHCPs, Children who are Looked After or Previously Looked After and Children placed via the In Year Fair Access Protocol must take precedence over those on the waiting list.

Late Applications

If an application is received after the published deadline then it will not be considered until after the initial offer of places unless exceptional circumstances merit consideration alongside on-time applications. However, once all sixty places have been offered, late applicants will be placed on the waiting list according to the priority order given above.

Part Two:

Admissions to Key Stage 2 (Year 3)

All admissions are coordinated by BCP Council. Parents requiring admission for their children at KS2 must complete the BCP Council's online Common Application Form and submit any supporting evidence to the school office. Failure to provide the correct documentation may result in your child being placed in the incorrect category order. See oversubscription categories above.

Governors will make available a further 4 places at the start of KS2. Where the number of applicants exceeds the four places available, allocation of places will be on the basis of the oversubscription criteria set out in Oversubscription Categories in Part One of this policy. If a place is not available, applicants will be invited to join our waiting list. Please refer to the section headed 'Waiting Lists' in Part One.

In-Year Applications (all year groups)

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Parents requiring in-year admission for their child must complete the BCP Council's online Common Application Form and submit any supporting evidence to the school office. Failure to provide the correct documentation may result in your child being placed in the incorrect category order. See oversubscription categories above. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, within 15 days of receipt, and you have the right of appeal to an independent appeal panel.

If you are refused a place and you wish to appeal, please refer to the 'Appeals' information on page 5.