Catholic Diocese of Portsmouth

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
2026-27

Part One:

For children who will reach their fifth birthday between 1st September 2026 and 31st August 2027.

Corpus Christi Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1]. The admission authority has set its Published Admission Number ('PAN') at 60 pupils to be admitted to the Reception year group in the school year which begins in September 2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year

Evidence Required in Support of Applications

For all Categories – **BCP Council's online Common Application Form** 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 2026***

For Category 2 & 3* – **a baptism certificate**, or **a certificate of reception into full communion with the Catholic Church.**

For Category5* – **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 6* – **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 (Reception) applications,*** the deadline for returning all evidence (baptism certificate or supporting letter) to the school is 15th January 2026. Failure to provide the correct documentation by this date may affect your child being placed in the correct category order. See oversubscription categories below.

Oversubscription Criteria

Where there are more applications for places than the 60 places available, places will be offered according to the following order of priority. Note: if there are fewer applications than the Admission Number, all children are admitted.

Category 1

Looked After Children (LAC), previously Looked After Children (PLAC) and internationally adopted previously looked after children (IAPLAC) *(See Note 2 below).* Also known as children in care.

Category 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).

Category 3

Baptised Catholic (See note 3 below).

Category 4

Children with a sibling in the school who will still be on roll at the time of admission. *(See Note 4 below).*

Category 5

Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5).

Category 6

Children of other faiths whose membership is evidenced by a religious leader. (see note 6).

Category 7

Any other children.

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 2 and 4).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. 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. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Important Dates

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 16th April 2026 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide and return all the required evidence as listed above your child may not be placed in the correct category and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.

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.

Admission of Children Below Compulsory School Age and Deferred Entry

[2] This is for admission to the school at the start of the school year in September and not for applications made in-year

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents (see note 7) may defer the date at which their child, below compulsory school age (fives years of age), is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the ***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 2025 stating the reasons they wish to delay entry for their child. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

For* admission of children outside their normal age group *case to be considered the school must be informed by the deadline for applications (15th January 2026) 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.

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. In such a case, refer to Corpus Christi Admissions website for the form and appeals information (https://www.cccpschool.co.uk/admissions-1/).

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 2026-27' 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 2026/27'. 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

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 July 2027 unless applicants request in writing to remain on the list.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

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 (see note 8)

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 2026. This means if your moving date is after 15 January 2026, 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.

Part Two:

Admissions to Key Stage 2 (Year 3 to year 6)
All admissions are coordinated by the 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. ***The deadline for applications to BCP Council is midnight on 15th January 2026.*** 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.

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship

order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. ‘Catholic’ means 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. 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.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

4. Siblings (brother or sister) includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

   (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

5. “Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTÛN 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.

6. “Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 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.

7. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

8. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.