



## ST JOHN'S CATHOLIC INFANT SCHOOL ADMISSIONS POLICY 2023-2024



St John's Catholic Infant 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 children. 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 admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 60 children to be admitted to Foundation Stage 2 in the school year, which begins in September, 2023.

The governing body 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 Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of children with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked after and previously looked after children. (see note 2)
2. Baptised Catholic children who are resident in the parish(es) of St John's, Bebington and St Luke's, Spital (see notes 3)
3. Baptised Catholic children resident in other parishes. (see note 3)
4. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) 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 after children in (1) above (see note 4).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 7).

## Tie Break

If in any category there are more applications than places available, priority will be given on the basis of shortest walking distance from home to school, those living nearer to the school having priority. Distance will be measured using the Local Authority's computerised measuring system with those living nearer to the school having priority. 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 Timetable

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

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2022.**

You will be advised of the outcome of your application on 16<sup>th</sup> April 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 (see note 9).

## Late Applications

Late applications will be administered in accordance with the Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time. Applications received after the 15<sup>th</sup> January 2023, will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.

## Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school 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 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 1<sup>st</sup> April and 31<sup>st</sup> 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 school at the same time as the admission application is made. The governing body 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 governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## Waiting Lists

In addition to their right of appeal (see note 9), 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 the last day of the summer term.

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

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted by the school governors where there are available places. Enquiries may be made at the school office but application must be made by via the transfer form available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours. 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, and you have the right of appeal to an independent appeal panel.

## 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 – see note 8).

## St John's Pre School

For children attending the school's Pre School, application to the Foundation Stage 2 class of the school must be made in the normal way, to the local authority. **Attendance at the school's Pre School does not automatically guarantee that a place will be offered at the school.**

**The governing body 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. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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 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 governing body) 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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers 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 address as the applicant.
5. 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.
  6. 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
  7. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  8. It is the duty of Governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
  9. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Forms for this appeal may be obtained from the Head of Legal and Member Services, Wallasey Town Hall. The completed form must be returned to the Head of Legal and Member Services not later than 20 days from the date the allocation letter received. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
  10. For the purposes of this policy, parish boundaries are as shown on the map below and will be applied to the admission arrangements for September 2023.

