

Admissions

Tutorial for schools

For setting admission arrangements for 2019-20


For their 2018-19 admission arrangements, schools followed one of the four models in the Diocesan Guidance.

The admission policies and supplementary information forms (SIFs) of all schools in the Diocese have a common structure and style to make the admissions process easier for parents.

This will continue for 2019-20.

Page 1 of 7 Determined version

ADMISSIONS POLICY



**St Bernadette's
Catholic Primary School**
A Catholic School in the Diocese of Arundel and Brighton

Preston Road, Brighton, East Sussex BN1 6JT
Telephone: 01273 553813 Fax: 01273 563213
Email: mail@stberns.brighton-hove.sch.uk
www.stberns.com

**ADMISSIONS POLICY
For admission in 2018-19**

Age range for school: 4 - 11
Expected number on roll in September 2018: 210

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ADMISSIONS POLICY




**Holy Family
Catholic Primary School**
A Catholic School in the Diocese of Arundel and Brighton

Oringer Hill, Addlestone, Surrey KT15 1BP
Telephone: 01932 846365 Fax: 01932 530093
Email: office@holy-family.surrey.sch.uk
www.holy-family.surrey.sch.uk

**ADMISSIONS POLICY
For admission in 2018-2019**

Age range for school: 4 - 11
Expected number on roll in September 2018: 215

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**St Joseph's
Catholic Primary School**
A Catholic School in the Diocese of Arundel and Brighton

Hazelgrove Road, Haywards Heath, West Sussex RH16 3PQ
Telephone: 01444 452584 Fax: 01444 414760
Email: office@stjosephshh.org.uk
www.stjosephshh.org.uk

**ADMISSIONS POLICY
For admission in 2018-19**

Age range for school: 4 - 11
Expected number on roll in September 2018: 420

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ADMISSIONS POLICY




St John the Baptist School
A Catholic School in the Diocese of Arundel and Brighton

Elmbridge Lane, Kingfield, Woking, Surrey, GU22 9AL
01483 729343
Email: info@sjb.surrey.sch.uk
www.sjb.surrey.sch.uk

**ADMISSIONS POLICY
For admission in 2018-19**

Age range for school: 11 - 18
Expected number on roll in September 2018: 1275

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St Richard's Catholic College
A Catholic School in the Diocese of Arundel and Brighton

Ashdown Road, Bexhill-on-Sea, East Sussex, TN40 1SE
Telephone: 01424 731 070 Fax: 01424 215 623
Email: admin@strichardsc.com
www.strichardsc.com

**ADMISSIONS POLICY
For admission in 2018-19**

Age range for school: 11 - 16
Expected number on roll in September 2018: 1012

Setting admission arrangements for 2019-20

What schools need to do:

The governing body/board (or the Admissions Committee if they have delegated powers) should meet to review the school's admission arrangements in the first half of the Autumn Term.

The Question to resolve:

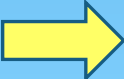
Is there anything that the governing body/ board need, or would want to, amend in the admission arrangements?

Setting admission arrangements for 2019-20

What schools need to do:

After governors have undertaken that review...

If material changes are planned  **go to slide 17**

If there are not any material changes that the governing body/board want to make (other than amending the applicable dates relating to the new admission year) and they want to keep the admission arrangements as the previous year,  **go to slide 5**

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

The governing body/board should record the decision to keep their admission arrangements the same as the previous year in the minutes of their Autumn Term meeting.

There is no need to go out for consultation for 2019-20 admissions.

A draft admissions policy for 2019-20 should be drawn up...

... First, take the 2018-19 document and amend any dates to applicable ones in the new admission year i.e. 2019-20. The changes necessary in the policy are highlighted in yellow on the next pages:

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

On page 1:

In the header at the top, change to 'Draft Version':



Change the dates as follows on the bottom half of page 1:



Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Change the year in the title at the top of page 2:

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Draft version

Admissions Policy for admission in 2019 – 2020

Change the year in the bottom part of page 2:

A zoomable map of the parish is available at: www.abdiocese.org.uk/Parishes

The governing body is the admissions authority and has responsibility for admissions to this school, including setting the priority of admissions when the school is oversubscribed. 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 pupils to be admitted to the Reception Year in the school year which begins in September 2019.

Visiting the School.

Parents/carers are encouraged to visit our school in order to find out more about how we work and the education we offer. Parents/carers are welcome to arrange a visit by contacting The Admissions Manager on 01xxx xxxxxx. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Pupils with an Education Health and Care Plan (see note a.)

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.

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Change the years in the top and middle parts of page 4:
(N.B. the example below is for a primary school; for a secondary school the documents need to be returned to the school by 31 October 2018 and the applicable offer day is 1 March 2019)

1. The **COMMON APPLICATION FORM** (CAF)
All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or through that Local Authority's website. For a valid application, the completed CAF **must** be returned either online or in the paper form by **15 January 2019**.

2. The school's **SUPPLEMENTARY INFORMATION FORM** (SIF)
This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year **2019-20**, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2019**. Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

You are advised to keep copies of the forms for your records (whether completed online/on paper).

Late Applications

All pieces of paperwork are required on or before the published closing dates referenced above. You are encouraged to ensure that your application is received on time. Failure to submit the Local Authority CAF by the closing date will result in the application being classed as 'late'. Such applications will be dealt with once the applicants who met the deadline have been offered places on 16 April **2019** (or the first working day after if this date falls on a weekend/bank holiday). After 16 April **2019**, late applications will be placed in order in accordance with our Admissions Policy. Applications after 16 April **2019** will be dealt with immediately and, where places are not available, will be added to the waiting list in accordance with our waiting list policy. This does not prevent

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Change the year in the waiting list section on page 5:

Waiting Lists

In addition to their right of appeal, if a place is not offered because of over-subscription, the child's name will be placed on a waiting list. The list will be in the descending hierarchical order of the categories in the admissions criteria. The list will continue for the year group until the end of the academic year. If a place is offered and declined the child's name will be removed from the waiting list.

Parents/carers who wish their child's name to remain on a waiting list beyond this time are requested to contact the school in writing **by the end of July 2020**. If a place is offered and declined the child's name will be removed from the waiting list.

It should be noted that no matter how long a child's name has been on the waiting list, his or her position on the list may change if the school adds a child's name to the list, which has a higher priority according to the oversubscription criteria. The school is also under a duty to admit children who are presented for admission under the Local Authority's 'Fair Access Protocol'. These children must take precedence over any children already on the waiting list.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. in succeeding years or during the academic year.

Applications for places other than for the start of the Reception Year should be made directly to the school and the Local Authority contacted. The school's Supplementary Information Form should be completed and returned to the school. If there is a vacancy in the relevant year group and no other family has applied for it, the school will allocate a place as soon as possible. If there is no vacancy, or if the number of applications is greater than the number of vacancies, the governors will at once establish a waiting list for the relevant Year Group, or add the applicant's name to an already

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Change the years in the top part of page 6:

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Draft version

established waiting list. Places will be offered to applicants whose names appear on the waiting list strictly on the basis of the oversubscription criteria.

Offer of a Place

The Local Authority will inform you of your allocated place on the national offer date of 16 April 2019. Note: If this day falls on the weekend/bank holiday, it will be the first working day after.

Appeals

If your child is not offered a place at The Marist Catholic Primary School, West Byfleet you have the right to appeal against that decision to an Independent Appeal Panel (set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998). Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Appeals should be lodged no later than 20 school days after the National Offer Day for primary schools (16 April 2019). Completed paperwork must be received by the school no later than 18 May 2019 and will be heard within 40 school days. The appeals system is operated independently from the school. Parents/carers have the right to make oral representations to the Appeal Panel.

Late application appeals will be heard within 30 school days of the appeal being lodged.

In-year applications will be heard within 30 school days of the appeal being lodged.

Fair Access Protocol (FAP)

The school is committed to taking its fair share of children who are vulnerable and/or hard to place,

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Change the years in the parish boundary note on page 7:

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Draft version

- e. **'Orthodox Churches'** are those eastern Churches not in full communion with the Catholic Church, who have retained the Catholic tradition regarding the sacraments. In this group are included (for the purpose of admissions) members of other Churches which the Apostolic See judges to be in the same position as the aforesaid eastern Churches as far as the sacraments are concerned. Membership is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- f. **'Brother or sister'**: For admission to this school, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a 'brother or sister' priority if they have a brother or sister at the school at the time of the child's admission.
- g. **Parents/Carers**: A parent/carer 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.
- h. **Parish Boundaries**: For the purposes of the admission arrangements for the year **2019-2020** the parish boundaries are as shown on the map in this policy. A zoomable map is available at: www.abdiocese.org.uk/Parishes
- i. **Multiple Births**: In the event of applications from parents/carers relating to children of multiple births (e.g. twins/triplets etc.), 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 admission number.

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

The Education Service has also advised any school that currently has 'Children of other faiths' as an oversubscription criterion to add the definition below for 2019-20 to the notes on page 7:

You will also need to reference the new note in the relevant oversubscription criterion on page 3:

10. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note l.).
The application must be supported by a letter confirming membership of the Christian denomination, signed by the minister of religion.
11. Children of other faiths (see note m.) whose membership is evidenced by a religious leader.
The application must be supported by a letter confirming membership of that faith, signed by the faith leader.
12. Any other children.

attendance on the Supplementary Information Form.

l. **'Children of other Christian denominations'** means 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 creedal 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 Churches Together in Wales 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.

m. **'Children of other faiths'** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' 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.



..... and now to changes needed on the SIF...

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

On the front page of the SIF:

In the header at the top, change to 'Draft Version' :

Page 1 of 4	Draft version	
	SIF - PRIVATE AND CONFIDENTIAL	

Change the dates as follows on the bottom half of the front page:
(N.B. the example below is for a primary school; for a secondary school the documents need to be returned to the school by 31 October 2018)

<p style="text-align: center;">SUPPLEMENTARY INFORMATION FORM</p> <p style="text-align: center;">For admission in 2019-20</p> <p style="text-align: center;"><small>Important note to Parent/Carer:</small></p> <ul style="list-style-type: none">• If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).• If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.• For a Reception Year Admission in the normal admissions round for the Year 2019 – 20, the completed SIF, together with all supporting documents, should be returned to the school by 15 January 2019.• For an In-Year Admission in the Year 2019 – 20, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.• If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.• You must also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.
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Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Finally, on the back page of the SIF, change the dates at the bottom of the page:

(N.B. the example below is for a primary school; for a secondary school the applicable closing date is 31 October 2018)

Additional Note for Catholic applicants:

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their parish priest.

When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at xx xxxxxxxxxxxx Catholic Primary School, xxx Road, Town, Post Code.

Reminder:

The closing date for return of this form for a Reception Year place for September **2019** is: **15 January 2019**.

Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Once these updates have been made, email your draft policy and SIF to Simon Parr (SP) at the Education Service by **latest 30 November 2017**, confirming what changes have been made e.g. ‘just date amends’, etc.

SP will confirm by **latest 20 December 2017** that ok to proceed to ‘determination phase’ for 2019-20 admissions.

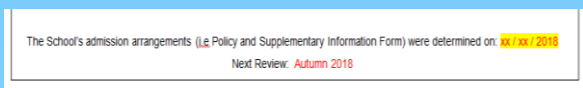
Setting admission arrangements for 2019-20

What schools need to do if not making changes:

Determination:

Every school **MUST** formally determine (and record in the minutes) their 2019-20 admission arrangements by **latest 28 February 2018**.

On the finalised version of the Policy and SIF, amend 'Draft Version' to 'Determined version' and, at the bottom of the front page of the policy, record the date the admission arrangements were determined.



Schools **MUST** email copies of the determined policy & SIF for 2019-20 to their LA and Simon Parr, and post copies on the school's website by **latest 15 March 2018**.

Setting admission arrangements for 2019-20

What schools need to do if **are** making changes:

The governing body/board should record in the minutes of their Autumn meeting that they are going to change the admission arrangements for 2019-20 including an outline of the intended changes.

There will be a need to go out for consultation for 2019-20 admissions.

All schools making changes should ensure they liaise with and agree the intended changes with Simon Parr at the Diocesan Education Service by **31 October 2017** (or sooner if possible).

The Education Service will help the school with its draft admission arrangements and ensure that the draft admission arrangements are compliant with the DfE's Admissions Code and the Diocesan Guidance on Admissions.

Setting admission arrangements for 2019-20

What schools need to do if **are** making changes:

Schools making changes for 2019-20 admissions need to go out for consultation **for a minimum six week period 1 October 2017 and 31 January 2018.**

When changes to admission arrangements are proposed, the DfE's Admissions Code requires the school to consult with the following:

- The Local Authority
- The Diocese (through Simon Parr at the Education Service)
- Other schools in the 'relevant area' (a definition can be found in the glossary of the Diocesan Guidance)
- Other persons in the 'relevant area' with an interest in the proposed admissions (e.g. parish priests, other deanery Catholic schools)
- Parents of children between the ages of two and eighteen (e.g. through the school newsletter and website, parish newsletter and website, for primary schools - local nursery schools in the area, for secondary schools – the feeder primary schools' newsletter etc

Setting admission arrangements for 2019-20

What schools need to do if **are** making changes:

Determination:

Once the minimum six week consultation has taken place, schools will need to consider any comments received.

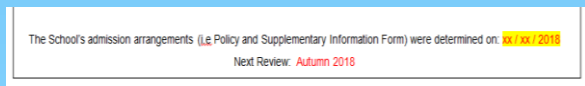
Governing bodies/ boards will need to fix a meeting between when the consultation ends and 28 February 2018 (i.e. the statutory deadline for the formal determination of the school's admission arrangements for 2019-20).

Setting admission arrangements for 2019-20

What schools need to do if **are** making changes:

Every school **MUST** formally determine (and record in the minutes) their 2019-20 admission arrangements by **latest 28 February 2018**.

On the finalised version of the Policy and SIF, amend 'Draft Version' to 'Determined version' and, at the bottom of the front page of the policy, record the date the admission arrangements were determined.



Schools **MUST** email copies of the determined policy & SIF for 2019-20 to their LA and Simon Parr, and post copies on the school's website by **latest 15 March 2018**.

Setting admission arrangements for 2019-20

What schools need to do:

If you have any questions ...

... please contact the Education Service

on 01293 511130

or email: simon.parr@dabnet.org