

Admissions

Tutorial for schools

For setting admission arrangements for 2020-21

For their 2019-20 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 2020-21.

Page 1 of 8
ADMISSIONS POLICY
Draft version



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

Preston Road, Brighton, East Sussex, BN1 6UT
Telephone: 01273 853013 Fax: 01273 563213
Email: mail@stberns.brighton-hove.sch.uk
www.stberns.com

**ADMISSIONS POLICY
For admission in 2019-20**

Age range for school: 4 - 11
Expected number on roll in September 2019: 210

The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: xx / 02 / 2018
Next Review: Autumn 2018

Page 1 of 7
ADMISSIONS POLICY
Draft version



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


Orngar Hill, Addlestone, Surrey KT15 1BP
Telephone: 01932 846366 Fax: 01932 830093
Email: office@holy-family.surrey.sch.uk
www.holy-family.surrey.sch.uk

**ADMISSIONS POLICY
For admission in 2019-20**

Age range for school: 4 - 11
Expected number on roll in September 2019: 215

The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: 11/11/2017
Next Review: Autumn 2018

Page 1 of 7
ADMISSIONS POLICY



**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@stjosephsthn.org.uk
www.stjosephsthn.org.uk

**ADMISSIONS POLICY
For admission in 2019-20**

Age range for school: 4 - 11
Expected number on roll in September 2019: 420

The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: 07 December 2017
Next Review: Autumn 2018

Page 1 of 8
ADMISSIONS POLICY
Determined 7 February 2018



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

Elmbrook Lane, Kingfield, Woking, Surrey, GU22 9AL
01483 729643
Email: info@sjb.surrey.sch.uk
www.sjb.surrey.sch.uk


**ADMISSIONS POLICY
For admission in 2019-20**

Age range for school: 11 - 18
Expected number on roll in September 2019: 1350



The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: 6 February 2018
Next Review: Autumn 2018

ADMISSIONS POLICY
Determined version



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

Ashdown Road, Bexhill-on-Sea, East Sussex, TN44 1SE
Telephone: 01424 721 070 Fax: 01424 215 923
Email: admin@strichardscc.com
www.strichardscc.com

**ADMISSIONS POLICY
For admission in 2019-20**

Age range for school: 11 - 16
Expected number on roll in September 2019: 1012

The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: 05 / 12 / 2017
Next Review: Autumn 2018

Setting admission arrangements for 2020-21

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:

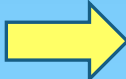
Is there anything that the governing body/ board need, or would want to, amend in the admission arrangements?

Setting admission arrangements for 2020-21

What schools need to do:

After governors have undertaken that review...

If material changes are planned  **go to slide 16**

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 2020-21

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 2020-21 admissions.

A draft admissions policy for 2020-21 should be drawn up...

... First, take the 2019-20 document and amend any dates to applicable ones in the new admission year i.e. 2020-21. The changes necessary in the policy are highlighted in yellow on the next pages:

Setting admission arrangements for 2020-21

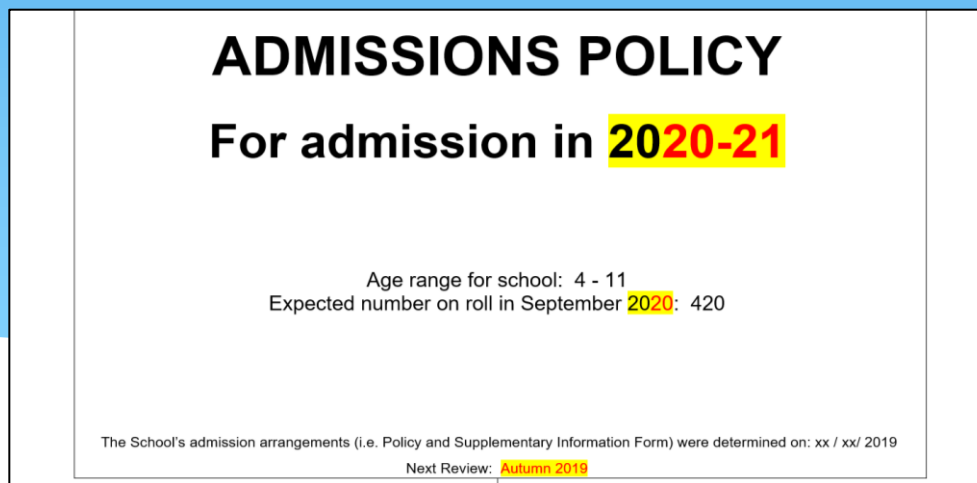
What schools need to do if not making changes:

On page 1:

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



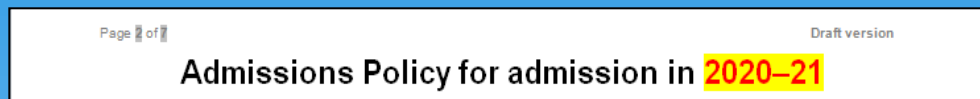
Change the dates as follows on the bottom half of page 1:



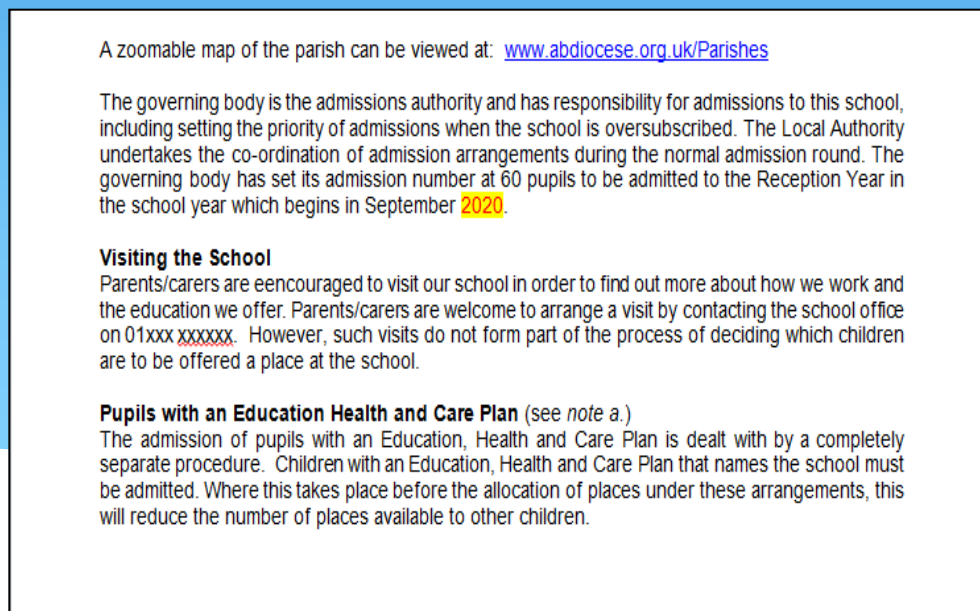
Setting admission arrangements for 2020-21

What schools need to do if not making changes:

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



Change the year in the bottom part of page 2:



Setting admission arrangements for 2020-21

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 2019 and the applicable offer day is 1 March 2020)

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 2020**.

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 **2020-21**, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2020**. 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 **2020** (or the first working day after if this date falls on a weekend/bank holiday). After 16 April **2020** late applications will be placed in order in accordance with our Admissions Policy. Applications after 16 April **2020** 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 parents from exercising their right to appeal against the decision not to offer a place.

Setting admission arrangements for 2020-21

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 2021**. 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 established waiting list. Places will be offered to applicants whose names appear on the waiting list strictly on the basis of the oversubscription criteria.

Setting admission arrangements for 2020-21

What schools need to do if not making changes:

Change the years in the top part of page 6:
(again the applicable offer date for secondary schools is 1 March 2020)

Offer of a Place

The Local Authority will inform you of your allocated place on the national offer date of 16 April 2020. 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 [Name of School], 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 2020). Completed paperwork must be received by the school no later than 18 May 2020, 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,

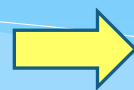
Setting admission arrangements for 2020-21

What schools need to do if not making changes:

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

Page 7 of 7 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 **2020-21**, 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 or 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.



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

Setting admission arrangements for 2020-21

What schools need to do if not making changes:

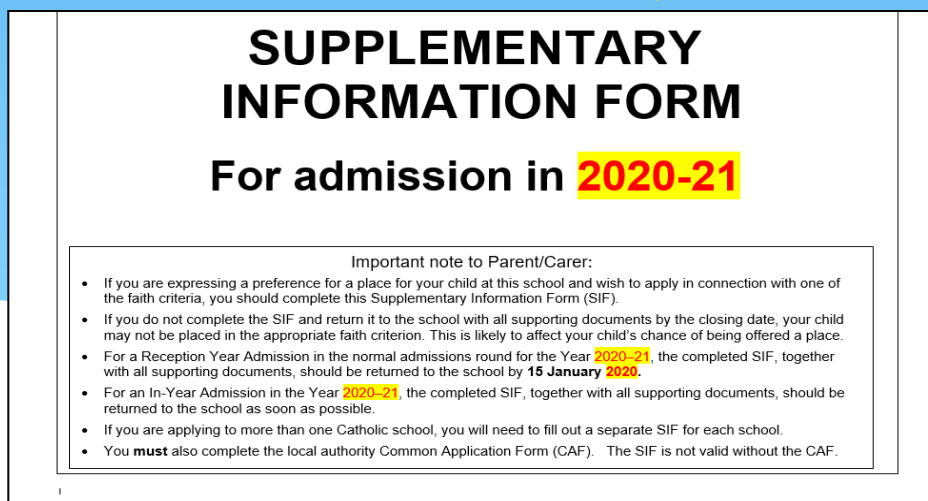
On the front page of the SIF:

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 2019)



**SUPPLEMENTARY
INFORMATION FORM**

For admission in 2020-21

Important note to Parent/Carer:

- 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 **2020-21**, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2020**.
- For an In-Year Admission in the Year **2020-21**, 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.

Setting admission arrangements for 2020-21

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 2019)

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 xxxxxxxxxxxxxxxx Catholic Primary School, xxxxxxxx Road, Town, County, Post Code.

Reminder:

The closing date for return of this form for a Reception Year place for September 2020 is: **15 January 2020.**

Setting admission arrangements for 2020-21

What schools need to do if not making changes:

Once these updates have been made, email your draft policy and SIF to simon.parr@dabnet.org (SP) at the Education Service as soon as possible and by **latest 30 November 2018**, confirming what changes have been made e.g. 'just date amends', etc.

SP will confirm by **latest 20 December 2018** that ok to proceed to 'determination phase' for 2019-20 admissions.

Setting admission arrangements for 2020-21

What schools need to do if not making changes:

Determination:

Every school **MUST** formally determine (and record in the minutes) their 2020-21 admission arrangements by **latest 28 February 2019**.

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 2020-21 to their LA and Simon Parr, and post copies on the school's website by **latest 15 March 2019**.

Setting admission arrangements for 2020-21

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 2020-21 including an outline of the intended changes.

There will be a need to go out for consultation for 2020-21 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 2018** (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 2020-21

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

Schools making changes for 2020-21 admissions need to go out for consultation **for a minimum six week period 1 October 2018 and 31 January 2019.**

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 2020-21

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

An example of a notice to put on your website / accompany communications to other consultees is found below:

CONSULTATION ON ADMISSION ARRANGEMENTS FOR *NAME OF SCHOOL* FOR 2020-21 ACADEMIC YEAR

Notice is hereby given in accordance with legislation that the governing body as the admission authority of *NAME OF SCHOOL* is formally consulting on its proposed admission arrangements including oversubscription criteria for the school year 2020-21.

As an admission authority, we are required to consult the following:

- a) Parents of children between the ages of two and eighteen;
- b) Other persons in the 'relevant area' who in the opinion of the admission authority have an interest in the proposed admissions (e.g. local priests; other deanery Catholic schools);
- c) All other admission authorities within the 'relevant area';
- d) The Local Authority (LA);
- e) The Education Service of the Diocese of Arundel & Brighton.

The six week (minimum) consultation will begin on *Day / Month / Year* with the closing date for submitting comments being midnight on *Day / Month / Year*.

The proposed admission arrangements (policy and supplementary information form (SIF)) can be viewed on the school website: [*www address of school website*](#)

Alternatively, if you do not have access to the internet and you wish to request a printed copy of the admission arrangements, please contact *FirstName Surname* at *NAME OF SCHOOL*.

Comments on the proposed admission arrangements should be sent to *NAME OF SCHOOL* by the closing date (latest midnight on *Day / Month / Year*).

Note:

The 'relevant area' is the area for a school (determined by its LA and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

Setting admission arrangements for 2020-21

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 2019 (i.e. the statutory deadline for the formal determination of the school's admission arrangements for 2020-21).

Setting admission arrangements for 2020-21

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 2019**.

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 2020-21 to their LA and Simon Parr, and post copies on the school's website by **latest 15 March 2019**.

Setting admission arrangements for 2020-21

What schools need to do:

If you have **any** questions ...

... please contact the Education Service

on 01293 511130

or email: simon.parr@dabnet.org