

St Thomas More Catholic Primary School

Primary School Admission Arrangements for September 2022-2023

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 round¹. 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, 2022.

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 (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. Looked After and Previously Looked After Catholic Children

2. Looked After and Previously Looked After Children

3. Baptised Catholic Siblings

Baptised Catholic children who have a brother or sister attending the school at the time of admission.

4. Baptised Catholics

Children who are baptised Catholics and live in the catchment area served by the school. This includes the parishes of St Peters and All Souls with the community of Our Lady of Lourdes, St Lukes, St Judes at Whittlesey, Our Lady and St Charles at Wisbech.

5. Baptised Catholics

Children who live outside the catchment area defined above.

6. Siblings

Children of other denominations and faiths who have a brother or sister in school at the time of admission.

7. Children With A Catholic Background

Any other child whose parents or family have a Catholic background.

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

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8. Children Of Other Faiths Or None

Children of other denominations and faiths, or none.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round², you **must** complete a Common Application Form available from the local authority in which you live. Applications can also be submitted online <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

You are also requested to complete the Supplementary Information Form which is available from the school website

<https://www.st-thomasmore.peterborough.sch.uk/> or the school office if you wish to apply under oversubscription criteria 1, 3, 4, 5 and 7. The Supplementary Information Form should be returned to the School Office, St Thomas More Catholic Primary School, Park Lane, Eastfield, Peterborough PE1 5JW by 15 January 2022

You will be advised of the outcome of your application on 16th 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.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1,3,4,5 or 7, and this is likely to 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

Late Applications

Late applications, except those deemed by the LA as exceptional and to be processed on time, will be considered after the first round of offers issued on 16th April. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

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 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

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

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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 School Office, St Thomas More Catholic Primary School, Park Lane, Eastfield, Peterborough PE1 5JW 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 headteacher, including the headteacher'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, 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 on 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 where there are available places. Application should be made to the school by contacting [insert name and address].

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 the locally agreed protocol. 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).

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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

- In relation to categories 1, 3, 4 and 5, a Baptismal certificate/a copy of one/or a letter from a priest confirming the baptism, will be necessary.
- In relation to categories 1 and 2, A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order . A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
 1. In relation to categories 3 and 6, 'Sibling' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters 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.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under these criteria.

- In relation to category 7, the parents/grandparents/carers are Catholic and the application is supported by a letter from a priest.

In the event of over subscription in any category, distance from the school, measured in a straight line, will be used to determine places with the closest gaining highest priority. Distance is measured using the Local Authorities Geographic Information System (GIS) from the Ordnance Survey (OS) seed point located at the child's home address to the OS seed point for the school using a straight line. In the case of flats, the priority is that of the floor level i.e. ground, second etc., in that order. 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.