

# CATHOLIC PRIMARY SCHOOLS IN THE CITY OF PORTSMOUTH

## ADMISSIONS POLICY 2015-2016

**Corpus Christi School**  
**St John's Cathedral School**  
**St Paul's Primary School**  
**St Swithun's Primary School**

Corpus Christi, St John's, St Paul's and St Swithun's are voluntary aided schools in the trusteeship of the Diocese of Portsmouth. They are maintained by Portsmouth Local Authority (LA). The schools were founded by and are part of the Catholic Church. The schools are conducted as Catholic schools in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Portsmouth. The schools offer a Catholic education serving the Catholic communities in the Portsmouth Pastoral Area incorporating the parishes of St John's Cathedral, Corpus Christi with St Joseph, Our Lady of Lourdes and St Swithun and St Colman with St Paul. Although Catholic children have priority of admission, the governing bodies of Corpus Christi, St John's, St Paul's and St Swithun's also welcome applications from those of other denominations and faiths who support the religious ethos of the schools.

The admissions process for all schools in the City is co-ordinated by the LA. However, the Governing Body of each Catholic school is its own Admission Authority and is responsible for determining the School's admission policy. The four Catholic primary schools work closely with each other and with the support of the LA and Diocese have agreed the following policy for 2015-2016.

The Governing Body of each school will admit children, who will attain the age of 5 years during the school year 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016, up to its published admission number (PAN).

The PAN for each school is as follows:-

Corpus Christi	45
St John's	30
St Paul's	60
St Swithun's	45

**Should there be more applications than places available at any one school, the governing body of *Corpus Christi, St. John's and St. Swithun's* schools will admit children in the following category order:**

- 1.** Baptised Catholic looked after children (see explanatory notes below).
  
- 2.** Baptised Catholic children of parents who have attended Sunday Mass weekly in a Catholic community for the last year at the point at which the Supplementary Information Form (SIF) is signed.
  
- 3.** Baptised Catholic children of parents who have attended Sunday Mass Monthly in a Catholic community for the last year at the point at which the Supplementary Information Form (SIF) is signed.
  
- 4.** Baptised Catholic children of parents who have attended Sunday Mass less than Monthly in a Catholic community for the last year at the point at which the Supplementary Information Form (SIF) is signed.
  
- 5.** Looked after children who are not baptised Catholic (see explanatory notes below).
  
- 6.** Other children who are not baptised Catholic of a baptised Catholic parent who have attended Sunday Mass weekly in a Catholic community for the last year at the point at which the Supplementary Information Form (SIF) is signed. (see explanatory notes).
  
- 7.** Other children who are not baptised Catholic of a baptised Catholic parent who have attended Sunday Mass monthly in a Catholic community for the last year at the point at which the Supplementary Information Form (SIF) is signed. (see explanatory notes).
  
- 8.** Other children who are not baptised Catholic of a baptised Catholic parent who have attended Sunday Mass weekly in a Catholic community for the last year at the point at which the Supplementary Information Form (SIF) is signed. (see explanatory notes).
  
- 9.** Siblings of children at the school at the intended time of entry. (see explanatory notes below).
  
- 10.** Children who are active members of other Christian denominations (see explanatory notes below).

11. Children who are active members of other Christian denominations (see explanatory notes below).

12. Children who are active members of other faith traditions.

13. Children from other faith traditions.

14. Other applications.

**Should there be more applicants than places available in any one of the above categories priority will be given in the following order:**

- a) Siblings
- b) Distance

**Should there be more applications than places available at any one school, the governing body of *St. Paul's* school will admit children in the following category order:**

1. Baptised Catholic looked after children (see explanatory notes below).
2. Baptised Catholic children (see explanatory notes below).
3. Looked after children who are not baptised Catholic (see explanatory notes below).
4. Other children who are not baptised Catholic of a baptised Catholic parent (see explanatory notes).
5. Siblings of children at the school at the intended time of entry. (see explanatory notes below).
6. Children who are members of other Christian denominations (see explanatory notes below).
7. Children from other faith traditions.
8. Other applications.

**Should there be more applicants than places available in any one of the above categories priority will be given in the following order:**

- a) Siblings
- b) Distance

## **EXPLANATORY NOTES**

1. For the normal admission round children with a statement of special educational need who have Corpus Christi, St John's, St Paul's or St Swithun's named in the statement of special educational need will be admitted to that school and count towards the published admission number.

2. If the last place is to be offered to children living exactly the same distance from the school, then the remaining place will be allocated by the drawing of lots, which will be witnessed by an independent observer, a representative of the Local Authority.

3. If the last pupil to be offered a place within the school's PAN is a multiple birth or same cohort sibling, any further multiple birth sibling or same cohort sibling will be admitted even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

**PAN** – Published Admission Number

**CAF** – Common Application Form

**SIF** – Supplementary Information Form

**LA** – Portsmouth Local Authority

**Catholic** – Means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.

**Looked after child** – a child who is looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours) or a child who was previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.

**Parent** – all natural parents or any person who, although not a natural parent, has parental responsibility for the child evidenced by a formal agreement of the parents or by a court order.

**Sibling** - brothers or sisters, half brother or half sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. Please note that for the sibling connection to be taken into account for the purposes of admission, the sibling must be attending the school in the following year. Account will not be taken of siblings in a nursery or pre-school class attached to any of the schools.

**Distance** – The radial distance from home to school will be measured using the City Council's digital mapping software, the Geographical Information System (G.I.S). The Local

Land and Property Gazetteer (L.L.P.G) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the L.L.P.G, with Ordnance Survey's Address-Point product used as support. Those living closer to the school will receive the higher priority. Where there is one place left and more than one applicant shares the same distance, the place will be allocated by lottery witnessed by an independent observer, a representative of the Local Authority.

**Christian denomination** – churches who are members of ‘Churches Together in England’. A full list of members is available at [www.churches-together.net](http://www.churches-together.net).

**Sunday Mass** – celebration of the Mass on a Sunday or at the Saturday evening vigil.

**Active member in Christian or faith community**- it is for the leader of the relevant Christian or faith community to determine if family is an active member of that community.

**Children of UK personnel** - Applications for children from service families moving into Portsmouth in the normal admission are considered in the same way as other applications round subject to proof of posting to the area and relocation date. This also includes crown servants returning from overseas to live in the area.

Applications from UK service families moving into Portsmouth will be accepted as on time until **Friday 6 March 2015 (TBC)** subject to proof of posting and relocation date. If the application is late and is for a starting school place (Year R), the School Admissions Code allows for an admission authority to consider admitting the child (as an ‘excepted’ pupil) to the school even if it is full. The decision made will be based on all circumstances including those relevant to the family and the child as well as the impact on the school including the provision of efficient education and the efficient use of resources.

## **HOW TO APPLY**

### **(i) Common Application Form (CAF)**

All applicants must complete the LA's CAF. Online submission of the CAF is encouraged. The CAF is available from: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA, the school office or online at: [www.admissions.portsmouth.gov.uk](http://www.admissions.portsmouth.gov.uk)

### **(ii) Supplementary Information Form (SIF)**

In addition to the CAF parents/carers are asked to complete a SIF. The SIF is available from: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA, the school office or its website or online at: [www.admissions.portsmouth.gov.uk](http://www.admissions.portsmouth.gov.uk)

The additional information on the SIF assists the governors in ranking the applications in priority order against the oversubscription policy set above. If no signed SIF or baptismal certificate is submitted governors can only rank the application on the basis of the information contained on the CAF. The submission of a SIF without a CAF cannot be considered as a valid application.

Where applicable, the SIF should be completed by parents before it is taken to the priest, minister, or faith leader to be signed. The SIF should be returned with the supporting evidence as required (refer to the section about evidence required below).

All applications to each individual school are considered equally against the policy for that particular school, irrespective of the order of preference expressed on the CAF. The ranking of preferences given on the CAF will only be taken into account by the LA when more than one school can offer a place.

**(iii) Closing date**

The closing date for applications for Year R for September 2015 is **Wednesday 14 January 2015 (TBC)**, as published by the LA. The CAF and the SIF (where applicable) with the supporting evidence must be submitted by this date.

The CAF must be sent to: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA or email: [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)

The SIF and supporting evidence must be sent to: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA or to the school.

**(iv) Evidence required with the Completed Application Form for *Corpus Christi, St. John's and St. Swithun's school:***

**Category 1** – Child's baptismal certificate

**Category 2, 3 and 4** – Child's baptismal certificate and a completed SIF.

**Category 6,7 and 8** – Parent's baptismal certificate and a completed SIF.

**Category 10, 11,12 and 13** – A completed SIF to ensure governors have all the relevant information,

**Categories 1, 2,3,4,6 and 7** – Note: A baptismal certificate is the only proof required for membership of the Catholic Church. It is not necessary to complete a SIF unless levels of practice and/or siblings are to be taken into account.

**(v) Evidence required with the Completed Application Form for *St. Paul's school:***

**Category 1** – Child's baptismal certificate or formal letter stating child has been received into the Catholic Church, and, where applicable to ensure governors have all the relevant information, a completed SIF.

**Category 2** – Child's baptismal certificate or formal letter stating child has been received into the Catholic Church and, where applicable to ensure governors have all the relevant information, a completed SIF.

**Category 4** – Parent’s baptismal certificate or formal letter stating parent has been received into the Catholic Church and, where applicable to ensure governors have all the relevant information, a completed SIF.

**Categories 1, 2 and 4** – Note: A baptismal certificate is the only proof required for membership of the Catholic Church. It is not necessary to complete a SIF unless levels of practice and/or siblings are to be taken into account.

**Categories 3, 5, 6 and 7** – Where applicable to ensure governors have all the relevant information, a completed supplementary form.

#### **vi) Notification date for places**

Parents will be notified of the school place they are being offered on **April 15<sup>th</sup> (TBC)** or the next working day.

### **WHERE TO GET ALL THE INFORMATION**

The LA’s admissions booklet provides full details about the admissions process in the Portsmouth area. It can be viewed on the council website [www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions) or copies can be obtained from the Admissions Service 023 9268 8008. It includes, in particular, details about:

- How to obtain a common application forms (CAF);
- How to obtain a supplementary information form (SIF);
- The date and time by which the CAF and SIF must be returned;
- Where to return the CAF;
- Where to return the SIF;
- Late applications including late applications from UK service personnel;
- The notification date of the offer of a place. The LA does this on behalf of all governing bodies of Catholic schools.
- Fair Access Protocol; and
- On-line applications.

### **DEFERRED ENTRY**

All reception children are usually admitted at the start of the autumn term in the year in which they will be five. Parents have the right to defer entry until the beginning of the school term after their child’s 5th birthday, or request that their child attends on a part-time basis until the child reaches compulsory school age. However, parents cannot defer entry until September 2016, which is a new school year. In that case a new application for entry into Year 1 for that school year would be necessary.

## **MID-YEAR ADMISSIONS**

Applications for Year R and/or other year groups made during the year outside the normal admissions round will be dealt with promptly. A completed CAF must be submitted. Parents are also advised to complete a SIF if applicable, to ensure governors have all the additional information necessary to assist them in applying the oversubscription criteria where necessary.

If the year group is undersubscribed, the child will be admitted. Otherwise, the child will be included on the waiting list. In certain circumstances, certain children can be admitted even if the year group is full. These include the following:

- Children of UK service personnel. The governing body may admit up to a maximum of two children of UK personnel subject to proof of posting and relocation date or children of crown servants returning from overseas to live in that area. The decision made will be based on all the circumstances relating to the family and child and the impact on the school including the provision of efficient education and the efficient use of resources (as described in the guidance of Portsmouth City Council about mid-year applications).
- Children with a statement of special educational needs naming the school.

Further information about mid-year admissions can be viewed on the council website [www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions) or copies can be obtained from the Admissions Service 023 9268 8008.

## **WAITING LIST**

In the event that a child is unsuccessful in being offered a place parents may ask for the child to be placed on the waiting list. The waiting list for each year group is ranked in accordance with the over-subscription policy. When a space in a year group arises all applications on the waiting list for that year group are then reviewed against the admissions criteria. The child at the top of the list will be offered the place. The school contacts families at least annually to ascertain if they wish their child to remain on the waiting list. It is the parents' responsibility to keep the school updated on information which may affect their child's position on the waiting list such as a change of address.

## **FAIR ACCESS PROTOCOL**

The LA has a 'Fair Access Protocol' which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year but not applications for starting school. The protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit above their PAN.



## **RIGHT OF APPEAL**

Parents who are unsuccessful in gaining a place for their child at their preferred school have the right to appeal against the Governors' decision. Information on the appeal procedures, together with an appeal form, is available from the relevant school office. The completed appeal form should be sent to the Clerk to the Governors, c/o the School Office, who will arrange an independent hearing.

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**SIF** next page

## CATHOLIC PRIMARY SCHOOLS IN THE PORTSMOUTH AREA

### ADMISSIONS 2015-2016 – SUPPLEMENTARY INFORMATION FORM

Corpus Christi School  
St John's Cathedral School  
St Paul's Primary School  
St Swithun's Primary School

#### Section 1 - Pupil information *All applicants to complete*

Child's surname:

Child's first name:

Parent's surname:

Parent's first name:

Address:

Post Code:

#### Section 2 – Tick the categories that apply *All applicants to complete*

	Tick the category if 'yes'
1. Baptised Catholic child who is Looked After or has previously been Looked After. <i>If yes, complete Sections 3 and 6 if applicable.</i>	
2. Baptised Catholic child. <i>If yes, you are asked to:</i> <i>(i) complete Section 3 if at least one of your preferred schools listed on the CAF is Corpus Christi, St John's or St Swithun's if applicable.</i> <i>(ii) All should complete Section 6 if applicable.</i>	
3. Child (not baptised Catholic) who is Looked After or has previously been Looked After. <i>If yes, complete Section 6 if applicable.</i>	

4. Child (not baptised Catholic) of a baptised Catholic parent. <i>If yes, you are asked to:</i> <i>(i) complete Section 3 if at least one of your preferred schools listed on the CAF is Corpus Christi, St John's or St Swithun's if applicable.</i> <i>(ii) all should complete Section 6 if applicable.</i>		
5. Sibling of a child already at a Catholic school who will still be attending the school in the school year 2015-16. <i>If yes, complete Section 6.</i>		
6. Child who is a member of another Christian denomination. <i>If yes, complete Section 4.</i>		
7. Children from another faith tradition. <i>If yes, complete Section 5.</i>		
8. Child who does not fall into any of the above categories.		
<b>Section 3 – Mass attendance</b> <i>(Note: For those who do not attend Mass, membership of the Catholic Church is simply evidenced by a baptismal certificate).</i>	<b>Tick the box if 'yes'</b>	<b>Priest to confirm the tick by initials or signature</b>
a) I/we have attended Sunday Mass weekly in a Catholic community for the last year.		
b) I/we have attended Sunday Mass monthly in a Catholic community for the last year.		
c) I/we have attended Sunday Mass less than monthly in a Catholic community for the last year.		
Name of priest of main church of worship:		
Name and address of church:		
The child is a baptised Catholic/has been received into the Catholic Church <i>(please delete as appropriate)</i>		
Signature of priest named above:	Date:	

<b>Section 4 – Other Christian denomination or faith tradition</b>		<b>Tick the box if ‘yes’</b>	<b>Religious/ faith leader to confirm the tick by initials or signature</b>
a) I/we have been active members in our Christian/faith * community for the last year. <i>*Delete Christian or faith as appropriate</i>			
b) I/we are member/s of a Christian/faith * community. <i>*Delete Christian or faith as appropriate</i>			
<b>Name of Christian or faith tradition</b>			
<b>Name of religious or faith leader of main church of worship:</b>			
<b>Name and address of church:</b>			
<b>Signature of religious/ faith leader named above:</b>		<b>Date:</b>	
<b>Section 6 – Siblings</b> Give names of siblings attending any of the schools: Corpus Christi, St John’s, St Paul’s or St Swithun’s only and their current year group.			
<b>Name of Sibling:</b>	<b>Name of Catholic School attending:</b>	<b>Current Year group</b>	
<b>Declaration</b> I certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.			
<b>Signature of parent/carer:</b>			
<b>Print name:</b>		<b>Date:</b>	