



**St. Francis Catholic and Church of England Primary  
Academy**

**Admissions Policy 2024- 2025**

Updated July 2021

# Contents

Introduction.....	1
Pupils with an Education, Health and Care Plan (EHCP) .....	1
Oversubscription criteria .....	1
Tie Breaker .....	2
Who can apply? .....	3
Permanent residence.....	3
Multiple Births.....	3
Fair Access Placements .....	3
In-year applications .....	3
Waiting Lists .....	3
Starting school.....	3
Admission of children outside their normal age group .....	4
School Closures .....	4
Admission Appeals .....	4
Warning .....	4
How to apply.....	4
Definitions.....	5
Legislation .....	6
Contact Details of the School.....	6

## Introduction

This policy will be used during 2024/2025 for allocating places in the main admission round for entry to Year R in September 2024. It will also apply to in-year admissions during 2024/2025. Outside the normal admissions round, the Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Diocese of Chichester Academy Trust (DCAT) is the admission authority for St Francis Catholic and Church of England Primary Academy. The admissions arrangements are determined by the DCAT Board after statutory consultations.

The published admission number (PAN) for entry to Year R at St Francis Catholic and Church of England Primary Academy is **30**. The Academy will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all those who have applied. This relates only to the normal point of entry to the school, at reception. Admissions to other year groups will be based upon the prejudice to:

(a) the provision of education and

(b) the efficient use of resources.

The Local Governing Body (LGB) has agreed the following admissions limit for the other year groups.

- Places in infant classes are restricted to 30 under the infant class size regulations.
- Year 3 – 30
- Year 4 – 30
- Year 5 – 45 – **This will follow the class through the school and then revert to 30**
- Year 6 - 30

An admissions limit for other year groups is identified in order to inform the decisions of the school / academy's Local Governing Body when it receives applications for in-year admission to other year groups.

The guiding principle of admission to this Academy is that a church school should serve its local community, defined in the trust deed dated September 2013 as the ecclesiastical parish of St Francis Catholic and Church.

The DCAT Board will consider first all those applications received by the published deadline of **midnight on 15<sup>th</sup> January 2024**. Notifications to parents offering a primary or Infant school place will be sent by the Local Authority on **19<sup>th</sup> April 2024**.

Applications made after midnight on **15<sup>th</sup> January 2024** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## Pupils with an Education, Health and Care Plan (EHCP)

Any child with an Education, Health and Care Plan naming St Francis Catholic and Church of England Primary Academy will be admitted. Where possible such children will be admitted within PAN.

## Oversubscription criteria

When the academy is oversubscribed, after the admission of pupils with an Education, Health

and Care plan naming the academy, priority for admission will be given to children in the following priority order:

- 1) Looked after children, children who were previously looked after or Internationally Adopted Previously Looked After Children (see definition i)
- 2) (For applicants in the normal admission round) Children or families with an exceptional medical and / or social need (see definition ii). Supporting evidence from a professional is required such as a doctor and / or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need makes it essential that the child attends St Francis Catholic and Church of England Primary Academy rather than any other. If evidence is not submitted by the application deadline, the medical and / or social need cannot be considered.
- 3) Children who at the time of application have a sibling (see definition iii) on the roll of the academy who will still be on the roll at the time of admission.
- 4) Children for whom the academy is the nearest primary school to their permanent residence at the time of application.
- 5) Children of staff (see definition iv) who have a) been employed at St Francis Catholic and Church of England Primary Academy for two or more years at the time at which the application for admission to the school is made, or b) have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 6) Children for whom none of the previous oversubscription criteria apply.

### **Tie Breaker**

If the Academy is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using the Local Authority's geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Local Authority website.

## **Additional Information**

### **Who can apply?**

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### **Permanent residence**

The child's permanent residence is where they live normally, including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### **Multiple Births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child from the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access Placements**

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the DCAT Board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. The Protocol is based on legislation and government.

### **In-year applications**

Requests for places should be made direct to the school. The in-year form may be submitted at any time but will only be admitted during school term time and within six weeks of the place being required.

### **Waiting Lists**

Waiting lists will be established for each year group where more applications are received than places available. These will be maintained by the Academy and will be open to all refused applicants wishing to be placed on them. To be placed on the waiting list, a request must be received in writing directly to the academy.

Any places that become available will be offered to a child at the top of the list on the day the place becomes available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access arrangements and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- Each time a child is added to or removed from, the waiting list;
- When a child's changed circumstance affect their priority;

For entry to Year R, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open. Should parents wish their child to be considered for a place at the academy in the following school year, they must submit a new in-year application in the August preceding the new school year.

### **Starting school**

Pupils born between 1 September 2019 and 31 August 2020 (inclusive) are entitled to full time schooling from September 2024. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after the reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between

- 1 September and 31 December 2019 (inclusive) reach compulsory school age on 31 December 2024, at the start of the spring term 2025.
- 1 January and 31 March 2020 (inclusive) reach compulsory school age on 31 March 2025, at the start of the summer term 2025
- 1 April and 31 August 2020 (inclusive) reach compulsory school age on 31 August 2025, at the start of the new school year in September 2025.

Parents of summer born children (those born between) 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2025. This is called decelerated admission. In making a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interest. It is recommended that parents considering such a request contact the school in the autumn term 2021 to ensure that an informed decision is made.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside of their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

### **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the school and Local authority in accordance with the School Admission Code and will be published at the time for specific schools affected.

### **Admission Appeals**

If you are unsuccessful in being offered a place for your child at St Francis Catholic and Church of England Primary Academy you will be informed by the Local Authority in writing, will be given reasons for the refusal and informed of your right to an independent appeal against the decision.

### **Warning**

Places are withdrawn every year because parents give false information on application forms, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated. The Governing Board reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### **How to apply**

The Local Authority operates a Co-ordinated Admissions Scheme which processes all main round (ordinary) admissions applications. You must complete a Local Authority Form available from the [Isle of Wight](#) website.

### Definitions

- i) An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- ii) Applicants will only be considered under this criterion if on the application form they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need, 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that their family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.  
Providing the evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.
- iii) Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.
- iv) Staff includes all those on the payroll of the school who have been an employee continuously for two years at the time of application. Children of staff refers to a situation where the staff member is the natural parent, the legal guardian or a resident step parent.
- v) Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria.

## **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulation and the School Admissions Code (Published by the DfE in 2021)

## **Contact Details of the School**

St Francis Catholic and Church of England

Primary Academy

Newport Road, Ventnor Isle of Wight, PO38

1BQ Telephone: 01983 857449

Email: [office@stfrancisventnor.org](mailto:office@stfrancisventnor.org)