



## Diocese of Portsmouth

# ST EDMUND'S CATHOLIC PRIMARY SCHOOL

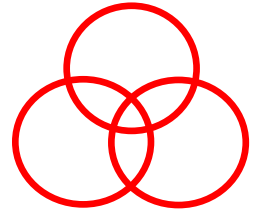
Radley Road, Abingdon, Oxfordshire OX14 3PP

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[www.st-edmunds-rc.oxon.sch.uk](http://www.st-edmunds-rc.oxon.sch.uk)

Headteacher: Mrs M Delany-White



*'A learning community, celebrating Christ in all, building a kingdom of love, hope and joy.'*

### **Determined Admissions Policy for academic year 2023/2024**

The Governing body of St Edmund's Catholic Primary School is responsible for all admissions. The ethos of the school is reflected in our mission statement above and we ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here. The Governors plan to admit 30 children to Reception whose 5<sup>th</sup> birthday falls between 1<sup>st</sup> September 2023 and 31<sup>st</sup> August 2024.

The school normally admits children to Reception in September. Where a place is offered, children are entitled to a full-time place in the September following their 4<sup>th</sup> birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age in that school year (no later than the start of the term following the child's 5<sup>th</sup> birthday). However, they cannot defer entry until September 2024, which is in a new school year. In that case a new application for entry into Year 1 for that school year would be necessary. Parents can also request that their child takes up a place part-time until the child reaches compulsory school age. By law, children must be in full-time education by the prescribed date following their 5<sup>th</sup> birthday (31<sup>st</sup> December, 31<sup>st</sup> March, 31<sup>st</sup> August).

Exceptionally in some circumstances parents may request a place for their child outside of their normal age group. Parents of summer born children may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and they may request that they are admitted out of their normal age group – to Reception rather than Year 1. It is recommended that before deciding to decelerate a child's admission, parents first contact the school. School staff will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. If parents still wish to decelerate their child's admission to school, they must seek approval from the school governors. Parents would be expected to state clearly in writing why they felt deferred admission to Reception was in their child's best interests. Parents are also advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request for deceleration has been reached.





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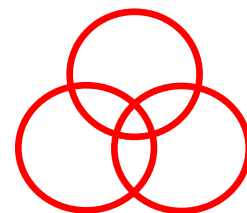
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### How to apply

Admissions to schools are administered by Oxfordshire County Council using their Co-ordinated Admissions Scheme for Primary Schools. Parents/carers must ensure that they complete the Common Application Form (CAF) as an application is not valid until the completion and submission of the CAF.

There is no automatic transfer from our Nursery Class to the Reception Class and parents of children in the Nursery Class must apply for a place if they want their child to transfer to the Reception Class.

The preferred means of application is on-line at [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions) If you are unable to apply online the Common Application Form (CAF) can be obtained from the school office.

In addition to the CAF, and to ensure fair access to the school, the school requires that the parents / carers of any child applying for a place under criteria 2 or 3 (Baptised Catholic) provide a copy of the child's Baptismal Certificate.

The school also requests that parents / carers complete a Supplementary Information Form (SIF). This additional information and supporting documents will allow Governors to place applications in the correct oversubscription category. If a completed SIF is not submitted, Governors can only consider the application on the basis of the information in the CAF and any supporting documents they receive.

The Supplementary Information Form, and supporting Documentary Evidence, should be returned directly to the school.

### **Documentary Evidence the school requires in support of an application**

Child's Baptismal certificate	Categories 1,2,3
Parent's baptismal certificate	Category 6
Child's Baptismal certificate <b>or</b> Dedication certificate <b>or</b> statement of membership on the SIF signed by priest or minister	Category 7
Name and signature of minister or leader of Congregation confirming membership in Section C of SIF	Category 8





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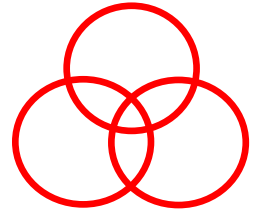
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**Closing dates for the receipt of all applications is 15<sup>th</sup> January 2023.**

### **Consideration of Applications**

All applications which have named St Edmund's School as one of their schools of choice will be treated equally. Late applications may jeopardise your child's chance of a place at the school and will only be considered after all those received on time have been dealt with.

Should there be more applications than places available the Governing Body will offer places, up to the published admissions number, in the following category order:

1. Catholic looked after and previously looked after children
2. Catholic children with siblings attending St Edmund's School at the time of admission
3. Other Catholic children
4. Other looked after and previously looked after Children
5. Other siblings of children attending St Edmund's School at the time of admission
6. Non-baptised children of a baptised Catholic parent
7. Children of families of Other Christian Churches
8. Children of families of other faiths
9. Other applicants

Should there be more applications than places available in any of the categories listed above, higher priority will be given to children living closest to the school, measured using the shortest designated route as defined by the LEA's Geographic Information System. In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used, which will be supervised by the local authority.

Should an application be made for multiple birth children where insufficient places are available in that year group and one of the siblings is the 30<sup>th</sup> child admitted, the infant class size exception will apply, and all siblings will be admitted.

### **Offer letter**

Parents/Guardians will be informed by Oxfordshire County Council on behalf of the Governing Body as to the outcome of their application. They will also be given details of how to accept the offered place and the deadline for acceptance or appeal.





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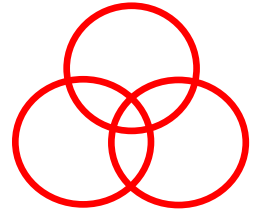
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### Waiting List

In the event of the school being oversubscribed, a Waiting List will be maintained until 31<sup>st</sup> December 2023. A child on the Waiting List is not guaranteed a place at the school. All those on the Waiting List will be considered equally against the criteria set out above and ranked in priority order. As a vacancy occurs the child at the top of the list will be offered the place.

It should also be noted that the position on the Waiting List may alter if new applications are received and are allocated a higher place according to the published oversubscription criteria. Looked After Children, Previously Looked After Children and those allocated a place at the school through the Fair Access Protocol will take precedence over those on the Waiting List. A place on the Waiting List does not remove the right of appeal.

### In-Year applications

In-Year applications (Years 1-6) for a place at St Edmund's School should be made directly to the school using the schools' admission application form and Supplementary Information Form, both available from the school office or the school's website. Application should be made directly to the School Business Manager, Mrs Caroline Lomas, via the school office: St Edmund's Catholic Primary School, Radley Road, Abingdon, Oxfordshire, OX14 3PP. At the time of offer of a place, you will be required to provide a copy of your child's birth certificate and (if appropriate) baptismal certificate.

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, within 15 days of receipt, and you have the right to appeal to an independent appeal panel.

### Right of Appeal

In accordance with the School Standards and Framework Act 1998, as amended by the 2006 Education and Inspections Act, parents/carers have the right to appeal to an independent appeals panel against the decision of the Governing Body in refusing to admit their child. Classes in Reception year and Years 1 and 2 cannot contain more than 30 pupils by law. An appeal against refusal to admit to an infant class can only be allowed if the appeals panel finds that:

- the admission arrangements do not comply with the law and the child would have been admitted if they had complied;
- the admission arrangements had not been correctly and impartially applied and the child would have been admitted if they had been correctly and impartially applied;
- the admission of additional children would not breach the infant class size limit;





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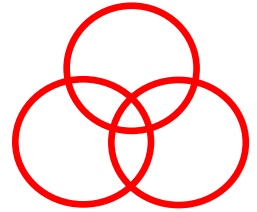
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- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Information on the appeals procedure, and appeal form, is available from Appeals Service, County Hall, Oxford, OX1 1ND.

### Explanatory Notes

**Catholic:** For the purposes of these admissions arrangements, 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic."

**Other Christian churches:** 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 credal 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 CYTUN are deemed to be included in the above definition. Applicants can find a list of members of Churches Together in England at [www.cte.org.uk](http://www.cte.org.uk)

**Children with an Education, Health & Care Plan:** An Education Health Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. Where a child has an Education Health & Care Plan and St Edmund's is the named school, the child will automatically have a place in the school. The admission of children with an EHCP will count towards the published admission number.

**Children with a disability:** Under the Disability Discrimination Acts 1995 and 2005, it is unlawful to discriminate against any child with a disability. In respect of admission St Edmund's School any application for a child with a disability will be





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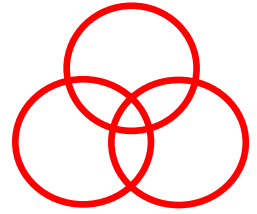
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considered alongside all other applicants strictly in accordance with the policy set out above.

**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 locally agreed protocols. 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.

**Looked after children:** These are children (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 function (e.g., child with foster parents) at the time of making an application to school (Section 22 (1) of the Children Act 1989).

**Previously Looked After Children:** These are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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). Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as result of being adopted.

**Sibling Link:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the 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.

**Home Address:** The address will be taken as that where the child lives for most of the time.

