



Admissions Policy

Reviewed and Updated:

October 2015



Introduction

St John Fisher Primary – a Catholic Voluntary Academy is a Catholic school in the Diocese of Hallam. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the academy and continue to care for its buildings and its people.

The academy provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parishes of Our Lady of Lourdes and St Anthony's.

It is a Catholic Voluntary Academy which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the academy's Instrument of Government; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St John Fisher Primary – a Catholic Voluntary Academy does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2017/2018 is **30**

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

CO-ORDINATED SCHEME FOR ADMISSION ARRANGEMENTS

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St John Fisher Primary – a Catholic Voluntary Academy before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield area, including St John Fisher Primary – a Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Authority.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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. (footnote 3)

Applications are by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which can be found in the LA Admission Booklet and on the LA web-site: www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/primary-school/primary-application-forms

PARENTAL PREFERENCE

The LA Common Application Form provides the opportunity for parents/carers to express up to three choices of schools or academies in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT SCHOOL IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

ADMISSION TO THE ACADEMY

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date 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. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or take up a part time place.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the Headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including 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.



CRITERIA FOR ADMISSION

Where there are more applications for admission than the planned admission number stated (*footnote 1*), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

CATEGORY ONE

Catholic children (*see footnote 2*) who:

- a) are Looked After Children or previously Looked After Children (*footnote 4*)
- b) are siblings (*footnote 5*) of Catholic children attending St John Fisher Primary – a Catholic Voluntary Academy at the time of their admission
- c) live within the parish of Our Lady of Lourdes and St Anthony's

CATEGORY TWO

Looked After Children or previously Looked After Children (*footnote 4*) who are not baptised Catholics

CATEGORY THREE

Children who have siblings (*footnote 5*) attending St John Fisher Primary – a Catholic Voluntary Academy at the time of their admission

CATEGORY FOUR

Catholic children who live in other Catholic parishes but do not have a sibling in the school.

CATEGORY FIVE

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (*footnote 6*) who have sought the written support of their minister and live within the parish of Our Lady of Lourdes and St Anthony's
- b) other Christian Churches, who are full members of Churches Together in England (*footnote 7*) at the time of their application, whose parents have sought the written support of their minister and live within the parish of Our Lady of Lourdes and St Anthony's

CATEGORY SIX

Children who are members of Other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

CATEGORY SEVEN

Who have a specific educational, medical or emotional need who do not come under any of the above categories, provided that the appropriate written evidence from a suitable qualified professional eg Doctor, Social Worker is submitted with the application indicating why St John Fisher Primary - a Catholic Voluntary Academy is the most appropriate setting.

CATEGORY EIGHT

Children whose parents are seeking a Christian environment for their children's education

CATEGORY NINE

Other Children



FOOTNOTES

Footnote 1

This number has been calculated according to the capacity of the academy, which the law defines and has been agreed with Sheffield LA

Footnote 2

“Catholic children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children whose parents have expressed an explicit desire for their child to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, whose parents have expressed an explicit desire for their child to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

Churches which are in Full Communion with the Roman Catholic Church

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and 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.

Footnote 4

Definition of Looked After Children

A Looked After Child has the same meaning as in Section 22(1) of the Children Act 1989 who is:

- a) in the care of the local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children Act 1989).

A previously Looked After Child is a child who immediately, after being looked after, became subject to an adoption, residence or special guardianship order.

Footnote 5

Definition of a Sibling

A Sibling is defined as children who live as brother or sister in the same house, including natural brothers and sisters, adopted brothers and sisters, stepbrothers or stepsisters and foster brothers and sisters, or the child of a parent'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. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches

Please contact the Diocesan Schools' Department (0114 2566440) for further information.

Footnote 7

Churches Together in England

For the most up to date list please see www.cte.org.uk or contact the academy. Confirmation of full membership of Churches Together in England should be obtained via the Minister/Religious Leader's Reference on the Additional Information Form.



PLACE OF RESIDENCE

- The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. A parent 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.

LATE APPLICATIONS

- Late applications will be dealt with in accordance with the LA scheme.

WAITING LIST

- In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the summer term (insert date). Inclusion on the waiting list does not mean that a place will become available.

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 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 local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

FALSE INFORMATION

- Where the Governing Body has made an offer of a place at this academy on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
- Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the academy.
- Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body, and a right of independent appeal offered, if the place is refused.

APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND

- Applications outside the normal admissions round will be dealt with in accordance with the LA scheme



APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

- If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
- Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Director of Legal Services
Sheffield City Council
Town Hall
SHEFFIELD
S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admissions Appeals Code

TIMETABLE FOR ADMISSION APPLICATIONS

Closing date for receipt of applications	(same as LA)
Late date for receipt of applications	(same as LA)
Offer day	(same as LA)

DOCUMENTATION REQUIRED

The school requires additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.

- The Additional Information form, obtainable from the school, the Admissions Team or by downloading a copy from www.sheffield.gov.uk/education/information-for-parentscarers/admissions-process/apply/admissions.html should be completed and returned to the school by the same closing date as for all applications
- A copy of your child's BIRTH CERTIFICATE
- A copy of the child's BAPTISM CERTIFICATE if the applicant is Catholic or baptised Christian, or Dedication Certificate if the child is a member of another Christian Church.
- MINISTERS REFERENCE if the child is a member of another Christian Church or other World Faith.

The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.

FAILURE TO COMPLETE AND RETURN THE ADDITIONAL INFORMATION FORM OR ANY OF THE ABOVE DOCUMENTS MAY AFFECT THE ADMISSION CATEGORY YOUR APPLICATION IS PLACED IN.

Governing Body of St John Fisher Primary – a Catholic Voluntary Academy
October 2015