

# Admissions Arrangements 2018-19



*As part of God's family, living,  
loving and learning together  
to be the best that we can be!*

**Draft Admission Policy St. Gabriel's R.C. Primary School  
September 2018**

	<b>Page</b>
<b>1 Introduction</b>	<b>2</b>
<b>2 School Admissions Arrangements – September 2018</b>	<b>2</b>
<b>3 Other Information relevant to Admissions Arrangements</b>	<b>3</b>
<b>4 Admission Arrangements, Admission Numbers and Oversubscriptions Criteria- St Gabriel's School</b>	<b>6</b>
<b>5 Normal Admissions Round Process-Making an Application</b>	<b>6</b>
<b>6 How places are allocated -</b>	<b>7</b>
<b>7 Understanding the outcome of your application</b>	<b>7</b>
<b>8 Notifying applicants</b>	<b>8</b>
<b>9 Waiting lists</b>	<b>9</b>
<b>10 Process - In-Year Admission or Transfer</b>	<b>9</b>
<b>11 How places are allocated</b>	<b>10</b>
<b>12 Understanding the outcome of your application</b>	<b>10</b>
<b>13 Notifying applicants</b>	<b>10</b>
<b>14 Waiting lists</b>	<b>11</b>
<b>15 Application Forms, Documents and Proof of residency</b>	<b>11</b>
<b>16 Late Applications</b>	<b>12</b>
<b>17 Deferred Entry</b>	<b>12</b>
<b>18 Voluntary Aided School Appeals</b>	<b>13</b>

## 1 Introduction

**1.1** The statutory School Admissions Code provides guidance on the process that should be followed when varying the published admission arrangements for any Admissions Authority. In accordance with the code, consultation must be carried out between 1<sup>st</sup> September and 1<sup>st</sup> March in the determination year.

**1.2** The determination year is the one that starts two academic years before arrangements come into force, and therefore the Local Authority must now consult of proposed changes to the admission arrangements effective from September 2018.

**1.3** The arrangements for September 2017 have already been approved and published via the school's Admission Arrangements 2017-18 document and Newport City Council's Parents Information Handbook 2017/18.

## 2 School Admissions Arrangements – September 2018

### 2.1

<b>Admissions pack available to parents</b>	01 Nov 2017
<b>Closing date for application forms to be returned to St. Gabriel's RC Primary School</b>	12 January 2018 (3.30pm)
<b>Offer date</b>	16 <sup>th</sup> April 2018

Applicants are advised to ensure that their application is submitted by the relevant closing date

**2.2** The Governing Body of St Gabriel's RC Primary School is the Admissions Authority of the and is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the school and the Catholic Community.

**2.3** In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its "Admissions Committee"

**2.4** The indicated admission numbers for schools are derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government. The indicated admission number for St Gabriel's School is **26**.

**2.5** Children can start school in the September following their fourth birthday. The legal requirements confirm that parents are able to delay the admission of their child until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the expectation however that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply. (Please refer to para 3.8 Admission outside of the normal age group)

**2.6** Where a parent exercises their right to defer their child's entry into Reception until later in the same school year, the effect is that the place is held for the child and is not available to be offered to another child. The parents would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made.

**2.7** When considering admission to the Reception year group, parents should be aware that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

## **3 Other Information relevant to Admissions Arrangements**

### **Additional Learning Needs**

**3.1** For pupils with additional learning needs, admission to school is influenced by parents' preference of school, in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Special Educational Needs (SEN) Code of Practice. This process might give special priority for admission of a pupil to a particular school. It might also be a reason for refusing a parent's stated preference.

**3.2** All children requiring a mainstream school place must make an application through the school admissions process, even if the child has a statement of SEN. Where a school is named in a pupil's statement, they will be automatically admitted to the named school. If no particular school is named it is considered that the needs of the child can be accommodated in any mainstream school and thus no specific priority is afforded and the application will be assessed in accordance with the agreed oversubscription criteria.

### **Gypsy and Traveller Children**

**3.3** Newport City Council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. Therefore, applications made in respect of such families will be dealt with in conjunction with the Gwent Education Minority-ethnic Service (GEMS) with a view to placing these children as quickly as possible at the nearest available and appropriate school.

### **Children of Armed Forces Personnel and Crown Servants**

#### **3.4 Armed forces personnel**

Where the application is for the child of armed forces personnel that are either serving or returning from service at the time the application is made, the Admissions Authority will admit the child to the school (please refer to para 6.6) if the application is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

#### **3.5 Crown servants**

Children of Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

### **3.7 Children with English as an Additional Language**

Children with English as an Additional Language (EAL), and those who are newly arrived in Newport, have the opportunity of a home visit facilitated by the Gwent Education Minority-ethnic Service (GEMS) to aid completion of admission documentation, supported by a bilingual Teaching Assistant if required, (and if the requisite language is available) to aid communication through their first language. Parents can also request first language support to assist in the Admission Appeals process if required.

**3.8** It is expected that children are taught in their chronological year group, unless exceptional circumstances apply. Generally these exceptional circumstances relate to children with additional learning needs or those who have experienced problems or missed part of a year, often due to ill health. Where there are exceptional circumstances consideration will be given to a parent's request for admission outside the normal age group. However please note that there is no right of appeal if a place has been offered but not in the desired year group. For more information please refer to the *Education Services Guide for Parents* on the placement of pupils out of their chronological year group.

### **Distance between home and school**

**3.8** Within each set of oversubscription criteria, if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school.

**3.9** The distance between home and school is measured as the shortest available walking route, determined using official routes known to the council and highways agencies as the Safe Walking Network. The council deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.

**3.10** In assessing its availability the council will follow the guidelines prescribed in Welsh Government's Learner Travel Statutory Provision and Operational Guidance June 2014 and will look at the risks and other relevant safety factors a child, accompanied as necessary, might encounter along the prescribed route (including for example, canals, rivers, ditches, street lighting, pavements and the speed of traffic along roads, etc.).

**3.11** The council will calculate the distance of the route using its' own specific Geographical Information Systems (GIS) routing software, Routefinder and MapInfo Desktop Solutions. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the council.

**3.12** The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the home address. The main entrance of the home address is determined by the council using the Local Land and Property Gazetteer (LLPG). The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the school.

**3.13** The coordinates of an applicant's address will be determined using the LLPG and Ordnance Survey Address Point data.

**3.14** Where two or more applicants are being considered for the last available place, and their home to school distance calculations are exactly the same, a trundle wheel will be used to undertake an additional assessment of the distance to the main entrance of the home address.

**3.15** Where two or more applicants are being considered for the last available place, and the addresses fall within the same building, i.e. a block of flats, a trundle wheel will be used to calculate the distance from the front door of the home to the main communal entrance of the property to the nearest entrance of each flat, where possible.

### **Home Address**

**3.16** The Admissions Authority will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer and does not mean the address at which the child is cared for by relatives or others.

**3.17** Where the child spends equal time with both parents, the place of residence of the parent who receives the child benefit will be considered the child's home.

**3.18** As there is no closing date for in-year applications, when processing an in-year application the address at which the applicant and child reside at the time the application is submitted will be used.

**3.19** The council will use the home address provided in the application to determine any eligibility for free home to school transport, in accordance with the council's current transport policy (please refer to para below 3.22).

**3.20** Any new address will not be taken into consideration when determining the outcome of your application if you do not live there on the closing date (please refer to para 2.1). It is the applicant's responsibility to advise the School of any changes in circumstances including a change of address following submission of the application. This is to ensure that correspondence is sent to the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.

**3.21** Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the child's year group the application will be refused.

### **Transport**

**3.22** Free home to school transport is provided to primary aged pupils who live 2 miles or more from their catchment school or nearest available school and secondary aged pupils who live 3 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school and provided that the qualifying distance is met. For further information or the full home to school transport policy refer to the *Education Services Guide for Parents*.

### **Domestic violence agencies**

**3.23** Children temporarily housed under the protection of approved domestic violence agencies will be admitted as a priority to the school if the application form is accompanied by an official letter from the relevant agency.

## **4 Admission Arrangements, Admission Numbers and Oversubscriptions Criteria- St Gabriel's School**

**4.1** The Governing Body consults on its admission arrangements on an annual basis and attempts where possible to mirror the admission timeframes of neighbouring authorities.

**4.2** The admission numbers for schools are derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

**4.3** Having consulted the LA and others in accordance with the requirements of the law, the Admissions Authority has set its indicated admission number at 26 pupils for the school year commencing September 2018.

**4.4** Applications received by the closing date will be considered and places allocated (up to the indicated admissions number-26 pupils) by 16<sup>th</sup> April 2018.

#### **4.5 Oversubscription criteria for admission to St.Gabriel's R.C. Primary School 2018-2019**

It is important to note that first consideration in all cases is given to parents expressing a preference for St. Gabriel's R.C. Primary School, and therefore it is important to ensure that your list of preferences is properly considered before an application is submitted.

The indicated admission number for the school is 26. Where the number of applications is equal to or less than the number of places available, all applications will be successful. However where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria and allocate places accordingly.

Where St. Gabriel's R.C. Primary School is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly to applications made on medical needs (see Note ii).
- Priority will next be given the siblings of those pupils who will be registered at the school at the time the child is to be admitted.
- Priority will next be given to multiple births.

The criterion will be applied in rank order.

(1) Looked after Children (LAC - children in the public care) or previously Looked After children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.

(2) Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.

(3) Looked after children (LAC -children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.

(4) Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education.

(5) Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education.

(6) Other children whose parents have demonstrated a wish for a Catholic education.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the preferred school. For further information on how distances are measured, please refer to the paragraph entitled 'Home to School Distances' within the 'Other Relevant Information' section.

#### Notes:

1. The Governing Body will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.
2. Applications on medical need must be supported by a medical consultant's report, obtained by parents, specifying the medical need of the child attending the school. Please note that reports from family doctors are not accepted for this purpose.
3. Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend.

## **5 Normal Admissions Round Process – Making an Application**

### **How to make an application**

**5.1** Applications forms are available from the school from 1<sup>st</sup> November 2017. All applications **MUST** be on the St Gabriel's School's Admission Form.

**5.2** Only persons holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the Admissions Authority will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither

has obtained a court order stating who should be making the application, the Admissions Authority will accept an application from the parent in receipt of child benefit for the child

**5.3** All applications should be returned to the school by the agreed closing date, 12<sup>th</sup> January 2018, 3.30pm.

**5.4** It is the responsibility of parents/carers to ensure that the school receives their completed application form safely and on time. The school cannot accept responsibility for any application or evidence that is not submitted correctly or is lost in the postal system. If posting an application it is recommended that the form is sent by recorded delivery and that a valid email address or stamped address envelope is provided so that receipt of the application can be acknowledged. Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at the preferred school (please refer to para 9.5 late applications and additional preferences).

**5.5** Applications received by the closing date will be considered at the same time during February 2018 and decision letters will be sent to parents to inform them as to whether or not their application has been successful on 16<sup>th</sup> April 2018.

**5.6** Before making your application, you will need to consider carefully how your child will travel to school, as you will not necessarily be eligible for transport assistance. In order to comply with the Admissions Code, parents must be allowed to express a preference for their second or even third choice of school. Therefore it may be necessary for parents/carers to complete both the St. Gabriel's R.C. Primary School's application form and an application form for an alternative Roman Catholic School/ Newport City Council application if preferred schools include a community maintained school (Please refer to para 3.22)

**5.7** For the purpose of processing applications for school places the information applicants provide in their application may be shared with other agencies that are directly involved in the education, health and welfare of school children and other local admission authorities, including other voluntary aided schools and councils that share a common boundary with Newport.

## **6 How places are allocated**

**6.1.** Places are not allocated on a first come, first served basis and there is no benefit over others to putting the child's name down with a school. Head teachers take no part in the decision-making process, have no influence over the outcome of an application and therefore are actively discouraged from maintaining an interest list.

**6.2.** Each application is considered in accordance with the School Admissions Policy and an applicant's highest preference is complied with wherever possible. Some schools will however have more applications than there are places available.

**6.3** Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the council will apply the relevant ( please refer to para criteria 2.1) and allocate places accordingly, up to the published admission number.

### **6.4 For example**

- If a school is able to accommodate 30 children and the school receives 27 applications, all 27 applicants will be allocated a place

- However, if the school receives 36 applications for that school, all 36 applicants will be considered together against the oversubscription criteria and 30 places will be allocated. The remaining 6 applications will be refused.

**6.5** The indicated admission number specifies the number of places available and refers to the number of pupils who will be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

**6.6** The school will not normally exceed a school's admission number or breach the limitations imposed by statutory maximum infant class size (30), except

- Where a school is named in a statement of special educational needs, the council has a duty to admit the child to the school.
- Where children are looked after by the local authority or previously looked after (as defined by the Welsh Government School Admissions Code document no. 005/2-13) the council has a duty to admit the child to the school.
- Where the application is for the child of armed forces personnel that are either serving or returning from service at the time the application is made, the council will admit the child to the school.

### **Class size exceptions**

**6.7** Welsh Government regulations require Admission Authorities to limit infant class sizes to no more than 30 pupils and also to ensure where possible that junior class sizes do not exceed 30 pupils. There are, however, exceptions to these regulations (called 'excepted pupils') which may allow the 30 pupils per class limit to be exceeded. These pupils are as specifically outlined in the statutory School Admissions Code.

**6.8** Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible.

## **7 Understanding the outcome of your application**

**7.1** Applications for admission must be determined by the admission authority and head teachers are not able to give parents an indication of the outcome of their application, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the admission authority.

**7.2** In making a decision on all applications the Admissions Authority will consider how many places are available in each school (indicated admission number) and how many pupils have applied to attend that school. Where the number of applications is equal to or less than the number of places available, all pupils will be admitted. However, where the number of applications exceeds the number of places available the council will apply the relevant oversubscription criteria to identify which pupils should be prioritised for a place (please refer to para 2.1)

**7.3** Whilst parents have the right to express a preference for their child to be admitted to any school maintained from public funds, there are reasons why that preference may have to be refused.

**7.4** As the admission authority the Governing Body has a duty to comply with parental preference, except:

- Where compliance with the preference would prejudice the provision of efficient education or the efficient use of resources;
- Where a child has been permanently excluded from two or more schools and the latest exclusion took place within the last two years.

**7.5** The Governing Body must also have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings which may result in a class size of fewer than 30 pupils.

**7.6** Where the number of applications exceeds the number of places available some preferences will be refused.

**7.7** Where a preference is refused the applicant will be advised of their right to appeal against that decision and the child's name will be placed on the waiting list for that school. (Please refer to para 6.6)

## **8 Notifying applicants**

**8.1** The outcome of all applications will be issued in writing on the relevant offer date (please refer to para 2.1). This is the date on which decision letters will be posted.

**8.2** Applicants will not be informed of the decision over the telephone and should allow sufficient time for the decision letter to be received before contacting School Admissions.

## **9 Waiting lists**

**9.1** During a phase transfer process, should your child be refused a place at St. Gabriel's R.C. Primary School, your child's name will remain on a waiting list for the school until **30th September in the year in which the application is made**. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.

**9.2** A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

**9.3** After 30 September, applicants will be given the opportunity to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

### **Late applications and additional preferences**

**9.4** Late applications must be submitted using a paper application form.

**9.5** All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the Admissions Authority and those requests submitted after the closing date will be processed under the late applications and additional preferences arrangements.

**9.6** Any such applications received after the published closing date (please refer to para 2.1) will be processed on a monthly basis and decision letters issued by the end of the calendar month following receipt.

**9.7** For example, applications received during April will be processed during May and decisions issued on 31 May 2017. Decisions for those received during May will be issued on 30 June 2017 and so on.

## **10 In-Year Admission or Transfer**

**10.1** Parents can ask to change schools at any stage of their child's education and there are a number of valid reasons for doing so, such as moving house etc. Changing schools is an issue that needs to be given serious consideration. It is not always the answer because it can have a detrimental effect on a child's education.

**10.2** Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the relevant year group the application will be refused.

**10.3** Before deciding to apply for a place at another school, applicants will need to consider carefully how the child will travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified (please refer to para 3.22).

**10.4** Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

**10.5** All applications, must be made on an in-year school admission or transfer application form, which should be obtained from and returned to St Gabriel's RC Primary School.

## **11 How places are allocated**

**11.1** Applications are processed in accordance with this admissions policy (please refer to para 4.5 and 6.6) and preference will be given to those who are seeking a place during the current term. Where an application is to be made some time in advance of the required start date, the Admissions Authority will hold open the place for no more than one school term.

**11.2** Head teachers are not able to give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the council.

## **12 Understanding the outcome of your application**

**12.1** The Admissions Authority will try to comply with parental preference. However, if the admission number of the relevant year group has already been reached, the transfer request will be refused (please refer to para 4.5 for exceptions) and applicants advised of their right to appeal against the decision.

### 13 Notifying applicants

**13.1** All transfers must be approved by the Admissions Authority, who will endeavour to make a decision within 15 school days (or 28 calendar days, if sooner) from the date the application is received, although this is not guaranteed and at busy times may be delayed. The outcome of each application is issued in writing as soon as it has been determined.

### 14 Waiting lists

**14.1** Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the school's published oversubscription criteria.

**14.2** A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.

### 15 Application Forms, Documents and Proof of residency

#### 15.1 Evidence

- An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision. Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.
- It is the expectation that children are taught in their chronological year group, unless exceptional circumstances apply. For this reason applications must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport to authenticate the child's date of birth in all cases except where a child is transferring from one Newport school to another.
- The Admissions Authority also requires proof of residency in support of all applications, and for this purpose parent/carers must submit a copy of their **current year's Council Tax Statement** in order to verify their home address.
- Any applicant unable to provide this, or non-Newport residents, should submit photocopied evidence in order to verify the home address. This must be a valid driving licence, a current child benefit or tax credit notification

**SHOULD THIS BE INCLUDED?** It will also be necessary to submit evidence with an application if any of the following apply:

- Where the application is based on medical grounds applicants must submit evidence in the form of a medical consultant's report, specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose;
- Where the child spends equal time living with both parents and/or the home address is in dispute applicants must submit a copy of the current child benefit statement, as the place of residence of the parent receiving this benefit will be considered as the child's home for application purposes;

- Where there is a Residence Order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application;
- Where the child was previously a looked-after child applicants must submit evidence such as a copy of the adoption certificate to confirm this status if they wish for this to be taken into consideration when allocating places;
- Where the applicant is the child's legal guardian but not the birth parent they must submit a copy of the official document awarding them parental responsibility;
- Where the applicant is a serving or returning armed forces family, or crown servant, they will need to provide official proof of posting declaring a definite return date and confirmation of the new address where possible

**15.2** An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision.

**15.3** When processing your application, the Admissions Authority will use the address at which you and your child reside on the relevant closing date for your application, and it is your responsibility to advise of any changes in your circumstances following the submission of your application. Such changes may have an effect on the outcome of your application. This address will also be used by the Council, to determine your child's eligibility for free home to school transport.

**15.4** If you have indicated that your child is a baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application.

**15.5** Evidence may include a Baptismal Certificate or written confirmation from a priest. If you have indicated that your child is of another faith than Roman Catholic, evidence is required to be submitted with the application. Evidence may include a letter of support from their Minister or Faith Leader. For Christian applicants a Baptismal Certificate should be provided wherever possible.

**15.6** Where admission to the school is sought on medical need, then the application must be supported by a letter from the Consultant overseeing the care of the child. Reports from GP's or other health professionals will not suffice.

**15.7** Allegations of fraudulent claims will be investigated and places may be withdrawn if parents have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.  
(Please refer to para 5.7)

**15.8** It is the applicant's responsibility to advise the School of any changes in circumstances following submission of the application. Depending upon the circumstances, such changes may have an effect on the outcome of the application, especially where supplied after the closing date.

## **16 Late Applications**

**16.1** Any applications received after the closing date, or applications that remain incomplete as at the closing date will only be processed after places have been allocated for applications that were received by the closing date, and this may increase the possibility of not achieving a place at the school.

**16.2** Any late applications received will be batch filed and processed together by the end of the calendar month following receipt, once the relevant offer date has passed.

**16.3** Applications received after the published submission date **will** be considered with those received at the closing date **only** if supported by a letter giving exceptional reasons for its lateness and only if received before the offers of the places are made.

**16.4** Exceptional reasons may be defined as when circumstances include the serious illness of a single parent, having just moved into the area, or arriving from abroad has meant that it was not possible to submit the application by the closing date.

## **17 Deferred Entry**

**17.1** The law does not require a child to start school until the start of the term following the child's fifth birthday. In accordance with this, the Governing Body will allow parents the option of deferring their child's entry into Reception until later in the same school year.

**17.2** The effect is that the place is held for the child and is not available to be offered to another child. The parents would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made.

## **18 Voluntary Aided School Appeals**

**18.1** Appeals should be addressed to the Clerk of the Governors at the school, within 14 days (10 working days) from the date of notification that their application was unsuccessful. Appeals will be heard by an independent panel and conducted in accordance with the School Admission Appeals Code, Statutory Code no 003/2009. The Governing Body and Headteacher play no role. The decision of the Appeal Panel is binding on all parties.

**18.2** By law parents must be given the opportunity to appeal against the refusal of a school place.

**18.3** If the application is refused, applicants will be advised of their right to an appeal in their decision letter.

**18.4** The decision to appeal does not prevent applicants from accepting a place at an alternative school whilst the hearing is convened, as the panel cannot take this placement into consideration when determining the appeal.

**18.5** In submitting an appeal appellants should complete the proforma included with their decision letter identifying the reasons why the child should attend a specific school. The decision letter will also state if the application was refused on infant class size grounds. The scope of the Admission Appeal Panel is very limited where the application has been refused for this reason.

**18.6** The information appellants provide will be shared with the Panel, who will hear the case. Admission appeal panels are independent and play a vital role in ensuring a balance between the right of the parents to a full and fair hearing and protecting schools against admitting so many children that it is prejudicial to efficient education or the efficient use of resources.

**18.7** As part of the appeal, the Panel must be advised whether the application was refused on the grounds of prejudice or infant class size. This ensures that the case is heard according to the relevant legislation.

**18.8** In all cases the decision of the Panel is conveyed in writing to the appellant and is final and binding on all parties.

**18.9** The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission appeal panel. Maladministration covers issues such as a failure to act independently and fairly, rather than complaints where a person simply feels that the decision taken is wrong. A panel's decision can only be overturned by the courts where the appellants or admission authority are successful in applying for judicial review of that decision.

**18.10** Where an appeal has been unsuccessful, a second application within that academic year can only be made if there is evidence of additional or material change of circumstances.