



## OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

### ADMISSIONS POLICY 2023 - 2024

This policy will apply to all applications for admission from 2<sup>nd</sup> September 2023. The Governing Body of this school is responsible for admissions and this policy. Hampshire County Council coordinates the admissions process across the county.

The Governing Body will admit to the school the published number (PAN) of 15 children who will attain the age of 5 years during the school year 1 September 2023 to 31 August 2024. The school normally admits children to reception in September. Pupils born between 1 September 2018 and 31 August 2019 (inclusive) are entitled to full-time schooling from September 2023. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2018 (inclusive) reach compulsory school age on 31 December 2023, at the start of the Spring term.
- 1 January and 31 March 2019 (inclusive) reach compulsory school age on 31 March 2024, at the start of the Summer term;
- 1 April and 31 August 2019 (inclusive) reach compulsory school age on 31 August 2024, at the start of the new school year.

Parents of children with birthdays between 1 April and 31 August 2019 (inclusive), whose child has not started in a Year R class during the 2023-24 school year, may wish to request admission to Year R in September 2024 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2023 to ensure that an informed decision is made.

[Parents should refer to the Hampshire County Council webpage: [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).]

Parents/carers applying for a place MUST complete Hampshire's online application

<https://www.hants.gov.uk/educationandlearning/admissions>. **IN ADDITION PARENTS / CARERS ARE ALSO ASKED TO COMPLETE A SEPARATE SUPPLEMENTARY INFORMATION FORM (SIF)** The

additional information on this form assists governors in placing applications in the correct oversubscription category. If no supplementary information is submitted governors can only rank the application on the basis of the information contained in the common application form.

The application form is available to complete online. Paper forms are also available from the school office or the County Council on request. The Supplementary Information Form (SIF) can be obtained from the school office, the local authority or downloaded from the school website. Parents can submit the form online but are reminded that a **COMPLETED SUPPLEMENTARY INFORMATION FORM MUST BE SUBMITTED SEPARATELY TO THE SCHOOL.**

## Admissions Policy 2023-2024

This is an equal preference policy: the governors consider ALL applications simultaneously according to the criteria below, irrespective of the order of preference expressed on the application form.

Children with education, health and care plans or statements of special educational needs naming the school will be admitted to the relevant age group and will be counted towards the admission number where possible.

### SUBMISSION DEADLINES

- (i) The **CR2 FORM** must be submitted in accordance with Hampshire County Council's co-ordinated admission arrangements **by midnight on 15<sup>th</sup> January 2023**.
- (ii) The **SUPPLEMENTARY INFORMATION FORM (SIF)**, and supporting documentation **MUST** be submitted to **Our Lady and St Joseph School** by **midnight on 15<sup>th</sup> January 2023**.

**FAILURE TO DO SO WILL MEAN THE APPLICANT CANNOT BE CONSIDERED ON FAITH GROUNDS AND CAN ONLY BE CONSIDERED ON CRITERIA 8**

### Notification of outcome of application:

The County Council will send letters to parents offering a primary school place, on **16<sup>th</sup> April 2023**.

### Late application

Late applications (i.e. those submitted after midnight 15<sup>th</sup> January 2023) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

### Oversubscription criteria

If the school is undersubscribed all applications will be accepted. If the school is oversubscribed, applicants will be ranked in the following order.

1. Baptised Catholic Looked After children and previously Looked After Catholic children/State care outside of England. Other Looked After children and previously looked after children/ State care outside of England.
2. Baptised Catholic children resident in the parishes of Lymington, Waterside, Brockenhurst, New Milton, Milford and Lyndhurst.
3. Baptised Catholic children resident in other parishes.
4. Children of staff who have been employed at Our Lady and St Joseph School for one or more years at the time at which the application for admission to the school is made
5. Unbaptised children of a Catholic parent
6. Children of other Christian churches
7. Other children

If the school is oversubscribed from **within** any of the above categories priority will be given to children with a sibling in the school in the year of admission.

## Admissions Policy 2023-2024

If the school is oversubscribed from within any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school reception). 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. If it still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place.

An explanation of the method of making random allocations is on the council website.

<http://documents.hants.gov.uk/education/Random-Allocation.pdf>

Should there be twins, triplets or multiple births and only one place available, governors will offer places to all of the children.

### Supporting Documentation

Confirmation of Looked After status or previously Looked After status by LA or Agency	-	categories 1, 5
Supplementary information form	-	categories 1, 2, 3, 4, 6, 7
Child's Baptismal certificate (original)	-	categories 1, 2, 3, 4
Parent's Baptismal certificate	-	category 6

### Waiting list

When all available places have been allocated, schools will operate a waiting list until at least 31<sup>st</sup> December. Parents who wish their child to be included on the waiting list must inform the school in writing. Each child added will require the list to be ranked again in line with the published oversubscription criteria. Any places that become available will be allocated 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.

### Right of appeal

Where the Governing Body has been unable to offer a place, applicants have the right of appeal. Information on the Appeal Procedure, together with an appeal form is available from the school office. The completed form is to be sent to 'The Appeals Panel' c/o Our Lady & St Joseph Catholic Primary School, Ramley Road, Lymington, SO41 8GY. An appeals hearing will be arranged in accordance with the School Admissions Appeals Code.

### Definition of terms used in the oversubscription criteria

**Catholic:** For the purposes of these admissions arrangements, a Catholic means a person baptised in a church which is in full communion with the See of Rome or a person received into full communion with the Catholic Church.

**Looked After Children:** The Looked After criterion provides priority for children who are (a) in the care of the local authority, or (b) being provided accommodation by the local authority in the exercise of their social services function (see definition in section 22 (1) of the Children Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A "residence 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. 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).

**Other Christian Churches:** These are children who belong to 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, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group. Please see [www.cte.org.uk](http://www.cte.org.uk) for further information.

**Sibling:** Sibling refers to brother or sister, half sister or brother, adopted brother or sister, foster brother or sister, step sister or brother, 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.

**Distance:** Distance will be measured in a straight line from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school having higher priority.

**Supplementary Information Form (SIF)**  
**For admission 2023-2024**

This form is used to collect the information required to enable us to allocate places *if the school is oversubscribed*, according to the criteria listed in our Admissions Policy 2023-24. It should be returned to the school **by midnight on 15<sup>th</sup> January 2023** with any supporting documentation (please see below). IT MAY NOT BE SUBMITTED ONLINE.

(COMPLETION AND SUBMISSION OF THIS FORM IS OBLIGATORY IF YOU WISH THE APPLICANT TO BE CONSIDERED ON A FAITH BASIS. FAILURE TO SUBMIT BY THE ABOVE DATE MEANS THAT YOUR APPLICATION CAN ONLY BE CONSIDERED ON THE BASIS OF THE INFORMATION PROVIDED ON HAMPSHIRE'S ONLINE APPLICATION FORM AND WILL ONLY BE CONSIDERED ON CRITERIA 8.)

Child's Forename(s) ..... Child's Surname .....

Address .....

Admission oversubscription criteria category ..... (number) DOB .....

**Siblings** List the names of siblings on roll at the school on 1 September 2023

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**Criteria 1, 2, 3, 4:** This form should be accompanied by a certificate of baptism from a Catholic church (or a certificate of reception into full communion with the Catholic Church (which will be photocopied and returned)).

Date of baptism ..... Child's Religion .....
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**Criterion 5:**

Parent's full name.....
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Parent's date of Baptism or reception into full communion with the Catholic Church.....
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**Criterion 6:**

Date of baptism ..... Child's Religion .....
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