



## KEY NOTES – ADMISSION ARRANGEMENTS 2017/18

School name	<ul style="list-style-type: none"> <li>▪ The Cathedral School of St Mary RC Primary School;</li> <li>▪ Holy Cross Catholic Primary School;</li> <li>▪ Keyham Barton RC Primary School;</li> <li>▪ St Joseph's RC Primary School;</li> <li>▪ St Paul's RC Primary School;</li> <li>▪ St Peter's RC Primary School.</li> </ul>	
Admission authority	The governing body of each individual Plymouth Roman Catholic Primary School named above	
School's status	Academy	
	<b>Normal point of entry</b>	<b>In-Year admission</b>
Age range for application	1 September 2012 - 31 August 2013	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	5 September 2016 – 15 January 2017	From 1 September 2017
Offer date	18 April 2017	Within 20 school days of application receipt
Published admission number	See section 3	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

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# **ADMISSION ARRANGEMENTS: PLYMOUTH ROMAN CATHOLIC SCHOOLS**

Applies to the following Roman Catholic primary schools in respect of admissions in the 2017/18 academic year: The Cathedral School of St Mary, Holy Cross, Keyham Barton, St Joseph's, St Paul's and St Peter's.

The Catholic primary schools of Plymouth welcome applications from parents of children of all denominations and faiths and those of no particular faith background.

The Governing bodies of Plymouth Roman Catholic Primary Schools form the admission authority for each individual school. Plymouth Roman Catholic Primary Schools will comply with provisions within the School Admissions Code and the School Appeals Code available at [www.gov.uk/government/collections/statutory-guidance-schools](http://www.gov.uk/government/collections/statutory-guidance-schools).

## **SECTION I**

### **(i) Reception/Foundation admissions (normal point of entry)**

The arrangements apply to children starting in the Reception/Foundation Year for the first time in 2017/18. The published admission number (PAN) for this year group is shown in the school list in the Starting School Parent's Guide and at Section 3. The close date for application is 15 January 2017. Allocation results will be notified on 18 April 2017. The schools follow Plymouth City Council's co-ordinated primary admissions scheme.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under oversubscription criteria 1-7 must complete the Catholic School faith supplementary information form and return it direct to the School. This will allow the governing body to ensure that places are offered strictly in accordance with the criteria.

### **(ii) In-Year admissions (admissions outside the normal point of entry)**

The admission arrangements outlined within this section apply to in-year admissions to Plymouth Roman Catholic primary schools in the 2017/18 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception made after the normal round of admissions – after 31 August 2017 – and requests for places in other Year Groups should be made direct to Plymouth City Council.

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), all applications will be considered under Plymouth City Council's Fair Access Protocol.

Application should be made via Plymouth City Council at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). Plymouth Roman Catholic primary schools follow Plymouth City Council's local co-ordinated in-year admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

All applicants must:

<sup>1</sup> At the time of determination, Plymouth Roman Catholic Schools receive services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council;
- (ii) In addition, applicants applying under oversubscription criteria 1-7 must complete the Catholic School faith supplementary information form and return it direct to the School. This will allow the governing body to ensure that places are offered strictly in accordance with the criteria.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The close date for application is the end of each working day. Offers should be made within twenty school days of the application submission date.

## SECTION 2

### **Oversubscription criteria for Roman Catholic schools for normal point of entry and in-year admissions**

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

- 1. Looked after children and all previously looked after children:** A 'looked after child' is a child who is (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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
- 2. A child with exceptional medical or social grounds:** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.  
Exceptional medical or social grounds could include, for example:
  - a serious medical condition, which can be supported by medical evidence
  - a significant caring role for the child which can be supported by evidence from social services;

### **3. Roman Catholic faith:**

**3.1** A baptised Catholic child with a sibling attending the school at the time of admission. Sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother 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.

(Evidence: Baptismal certificate or signature of a Catholic priest confirming their knowledge of the child's baptism and completion of the Catholic School Supplementary Form)

**3.2** A baptised Catholic child whose parent is a member of staff employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

<sup>1</sup> At the time of determination, Plymouth Roman Catholic Schools receive services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

(Evidence: Parent's baptismal certificate or signature of a Catholic priest confirming their knowledge of the parent's baptism and completion of the Catholic School Supplementary Form)

**3.3 A baptised Catholic child**

(Evidence: Baptismal certificate or signature of a Catholic priest confirming their knowledge of the child's baptism and completion of the Catholic School Supplementary Form)

**3.4 A child whose normal residence is with at least one parent who is a baptised Catholic.**

(Evidence: Parent's baptismal certificate or signature of a Catholic priest confirming their knowledge of the parent's baptism and completion of the Catholic School Supplementary Form)

**4. Christian Faith:**

**4.1** A child who is a member of another Christian Church with a sibling attending the school at the time of admission. Sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother 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.

(Evidence: Baptismal certificate or signature of a Minister confirming their knowledge of the child's baptism and completion of the Catholic School Supplementary Form)

**4.2** A child who is a member of another Christian Church whose parent is a member of staff employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill;

(Evidence: Baptismal certificate or signature of a Minister confirming their knowledge of the parent's baptism and completion of the Catholic School Supplementary Form)

**4.3** A child who is a member of another Christian Church.

(Evidence: Signature of a designated minister of that church confirming the child's membership and completion of the Catholic School Supplementary Form)

**5. Other faiths:**

**5.1** A child who is a member of another faith tradition with a sibling attending the school at the time of admission. Sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother 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.

(Evidence: Signature of a designated minister of that church confirming the child's membership and completion of the Catholic School Supplementary Form)

**5.2** A child who is a member of another faith tradition whose parent is a member of staff employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

(Evidence: Signature of a designated minister of that church confirming the child's membership and completion of the Catholic School Supplementary Form)

**5.3** A child who is a member of another faith tradition.

(Evidence: Signature of a designated minister of that church confirming the child's membership and completion of the Catholic School Supplementary Form)

<sup>1</sup> At the time of determination, Plymouth Roman Catholic Schools receive services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

## 6. Ethos:

6.1 Children with a sibling at the school to whom the above criteria do not apply but whose parent(s)/guardian(s) wish them to have a place at the school because they wish them to be educated within the Catholic Christian tradition. Sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother 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.

(Evidence: Completion of the Catholic School Supplementary Form)

6.2 A child to whom the above criteria do not apply but whose parent is a member of staff employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

(Evidence: Completion of the Catholic School Supplementary Form)

6.3 Children to whom the above criteria do not apply but whose parent(s)/guardian(s) wish them to have a place at the school because they wish them to be educated within the Catholic Christian tradition.

(Evidence: Completion of the Catholic School Supplementary Form)

## 7. Other children:

7.1 A child with a sibling at the school whose parent(s)/guardian(s) are seeking admission for them at the school. Sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother 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.

(Evidence: Completion of the Catholic School Supplementary Form)

7.2 A child but whose parent is a member of staff employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

(Evidence: Completion of the Catholic School Supplementary Form)

7.3 A child whose parent(s)/guardian(s) are seeking admission for them at the school.

(Evidence: Completion of the Catholic School Supplementary Form)

## NOTES:

**Admission out of the normal age group:** Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school

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will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team<sup>1</sup>.

**Home address:** Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Mode of study and start date:** There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell the allocated school so that the place can be held open. Where a parent doesn't inform the school that admission is to be deferred and doesn't admit the child in September, it is likely that the place will be withdrawn and offered to another child.

**Multiple births:** Defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best possible solution for them and their children, including offering place(s) above the Planned Admission Number. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Response must be made to Plymouth City Council<sup>1</sup>. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

**Tie Breaker:** Where we have to choose between two or more children in the same category as each other, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using Plymouth City Council's electronic mapping system<sup>1</sup> – the shorter the distance the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School

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Admissions Code. This will be undertaken by the Chair of Governors in the presence of the headteacher by the operation of an electronic random number generator.

**Waiting lists:** If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2017 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2017, the in-year admissions scheme applies and the waiting list procedure will change in that parents will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

## **Definitions**

**Other Christian Churches** – Includes any Church fully affiliated to 'Christians Together in England'.

**Other Faiths** – Examples of faith traditions are Hinduism, Islam, Judaism, Sikhism.

**Parents/Guardians and Family Members** – A parent is any person who has parental responsibility for, or is the legal guardian of, the child.

## **SECTION 3**

### **PANS**

<b>School</b>	<b>2016/17</b>	<b>2017/18</b>
The Cathedral School of St Mary RC Primary School	17	17
Holy Cross RC Primary School	45	45
Keyham Barton RC Primary School	30	30
St Joseph's RC Primary School	30	30
St Paul's RC Primary School	30	30
St Peter's RC Primary School	30	30

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Only complete this form if you are applying for a place at a Plymouth Roman Catholic Primary School. Return this form direct to the school.

## PLYMOUTH ROMAN CATHOLIC PRIMARY SCHOOLS SUPPLEMENTARY INFORMATION FORM

### SECTION 1: This section should be completed for all applicants

Name of Child: .....Date of Birth: .....

(i) Does your child have a brother or sister currently in the school? ☐ Yes ☐ No (please tick)

If 'Yes', please give her/his name and current class.

Name: ..... Class: .....

Are you applying for another child to join this year group? ☐ Yes ☐ No (please tick)

If 'Yes', please give her/his name: .....

(ii) Does the child have a parent who is a member of staff at the school? ☐ Yes ☐ No (please tick)

Name of parent: .....

Post held: .....

N.B. Please consider the following sections in order. Once you have been able to answer 'yes' to a section (with the appropriate evidence or signature) there is no need to complete the rest of the form. Simply sign the declaration at the end of this sheet and return it to the school office.

**Please note, even if you are not able to answer 'yes' to any of the sections 2-7, the child for whom you are applying will still be admitted if there are sufficient places available.**

### SECTION 2:

Is your child a baptised Catholic? ☐ Yes ☐ No (please tick)

If 'Yes', please attach a copy of her/his baptismal certificate to this form or ask an appropriate Catholic priest to sign the statement below.

**'I confirm that the child named on this form is a baptised Catholic.'**

Name of Priest: .....Parish: .....

<sup>1</sup> At the time of determination, Plymouth Roman Catholic Schools receive services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.



Signature: .....Date: .....

### SECTION 3:

Is at least one of this child's parents or guardians a baptised Catholic? ☐Yes ☐No (please tick)

If **'Yes'**, please ask an appropriate Catholic priest to sign the statement below or provide your own Baptismal Certificate (i.e. parent's Certificate). (Please see over page.)

**'I confirm that at least one of the parents of the child named on this form is a baptised Catholic.'**

Name of Priest: .....Parish: .....

Signature: .....Date: .....

### SECTION 4:

Is this child a member of a Christian church/denomination other than Catholic?

☐ Yes ☐ No (please tick)

If **'Yes'**, please ask an appropriate minister of religion to sign the statement below.

**'I confirm that the child named on this form is a member of our church/denomination.'**

Name of Minister: .....Title: .....

Church and location: .....

Signature: .....Date: .....

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### SECTION 5:

Is this child a member of a faith community other than Christian? ☐ Yes ☐ No (please tick)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

**'I confirm that the child named on this form is a member of our faith community.'**

Name of Minister: ..... Title/Ministry:.....

Faith and local centre of worship: .....

Signature: ..... Date: .....

### SECTION 6:

Please consider whether the statement below applies to you. If so, sign in the space below it. It is not essential to sign your agreement with this statement. Those whose parents do not feel able to sign will still gain admission to the school if there are places available.

'This child is not a member of any particular denomination or faith tradition but, as parents/guardians, I/we would like our child to be admitted to the school as it is our desire that s/he receives schooling within a Catholic Christian tradition.'

Signature of Parent/Guardian:.....

### Final Declaration: to be completed by all applicants.

'I certify that, to the best of my knowledge, the information I have given in this form is accurate'

Name: .....

Signature: ..... Date:.....

### CONTACTS AND FURTHER INFORMATION

<sup>1</sup> At the time of determination, Plymouth Roman Catholic Schools receive services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

## **Schools**

### **The Cathedral School of St Mary RC Primary School**

Cecil Street  
Plymouth PL1 5HW  
Telephone: 01752 265270

Email: [the.cathedral.school@plymouth.gov.uk](mailto:the.cathedral.school@plymouth.gov.uk)

Website: [www.cathedral-school.eschools.co.uk](http://www.cathedral-school.eschools.co.uk)

### **Holy Cross RC Primary School**

Beaumont Road  
Plymouth PL4 9BE  
Telephone: 01752 225420

Email: [holy.cross.rc.primary.school@plymouth.gov.uk](mailto:holy.cross.rc.primary.school@plymouth.gov.uk)

Website: [holycross.plymouth.sch.uk](http://holycross.plymouth.sch.uk)

### **Keyham Barton RC Primary School**

Renown Street  
Keyham  
Plymouth PL2 2DE  
Telephone: 01752 567684

Email: [keyham.barton.rc.primary.school@plymouth.gov.uk](mailto:keyham.barton.rc.primary.school@plymouth.gov.uk)

Website: [www.keyhambarton.plymouth.sch.uk](http://www.keyhambarton.plymouth.sch.uk)

### **St Joseph's RC Primary School**

Chapel Street Ope  
Devonport  
Plymouth PL1 4DJ  
Telephone: 01752 563185

Email: [st.josephs.rc.primary.school@plymouth.gov.uk](mailto:st.josephs.rc.primary.school@plymouth.gov.uk)

Website: [www.st-josephs.plymouth.sch.uk](http://www.st-josephs.plymouth.sch.uk)

### **St Paul's RC Primary School**

Pemros Road  
St Budeaux  
Plymouth PL5 1NE  
Telephone: 01752 365459

Email: [st.pauls.rc.primary.school@plymouth.gov.uk](mailto:st.pauls.rc.primary.school@plymouth.gov.uk)

Website: [www.st-pauls.plymouth.sch.uk](http://www.st-pauls.plymouth.sch.uk)

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## **St Peter's RC Primary School**

Brentford Avenue  
Whitleigh  
Plymouth PL5 4HD  
Telephone: 01752 217010

Email: [admin@st-petersrc.plymouth.sch.uk](mailto:admin@st-petersrc.plymouth.sch.uk)

Website: [www.st-petersrc.plymouth.sch.uk](http://www.st-petersrc.plymouth.sch.uk)

## **Plymouth School Admissions Team**

Year Reception/Foundation intake at the normal point of entry: 01752 307166

In-Year admissions: Telephone Primary 01752 307170

The website at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

## **School Appeals**

Telephone 01752 307166

Telephone 01752 258933

## **Inclusion, Attendance and Welfare Service**

Telephone 01752 307405

Website: [www.plymouth.gov.uk](http://www.plymouth.gov.uk)

## **The Department for Education Schools (DFE)**

Telephone: 0370 000 2288

Website: [www.gov.uk](http://www.gov.uk)

## **Office of the Schools Adjudicator**

Telephone 01325 735303

Website: [www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

## **Plymouth Information, Advice and Support for SEND**

Telephone 01752 258933

Website: [www.plymouthias.org.uk](http://www.plymouthias.org.uk)

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