



KEY NOTES – ADMISSION ARRANGEMENTS 2019/2020

School name	<ul style="list-style-type: none"> ▪ The Cathedral School of St Mary; ▪ Holy Cross Catholic Primary School; ▪ Keyham Barton Catholic Primary School; ▪ St Joseph's Catholic Primary School; ▪ St Paul's Catholic Primary School; ▪ St Peter's Roman Catholic Primary School. 	
Admission authority	Plymouth CAST Multi Academy Trust The admissions function has been delegated to the Board of Governors of each individual Plymouth Roman Catholic Primary School named above	
School's status	Academy	
	Normal point of entry	In-Year admission
Age range for application	1 September 2014 - 31 August 2015	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	Monday 5 November 2018 – Tuesday 15 January 2019	From 1 September 2019
Offer date	Tuesday 16 April 2019	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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Version 1. 2 November 2017.

ADMISSION ARRANGEMENTS: PLYMOUTH ROMAN CATHOLIC PRIMARY SCHOOLS

Applies to the following Roman Catholic primary schools in respect of admissions in the 2019/2020 academic year: The Cathedral School of St Mary, Holy Cross Catholic Primary School, Keyham Barton Catholic Primary School, St Joseph's Catholic Primary School, St Paul's Catholic Primary School, and St Peter's Roman Catholic Primary School.

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

Plymouth CAST Multi Academy Trust is the admission authority for Roman Catholic schools in Plymouth. The admissions function has been delegated to the Board of Governors of each individual Plymouth Roman Catholic Primary School. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at

www.gov.uk/government/publications/school-admissions-code--2.

The admission arrangements in this document apply to admissions in the 2019/2020 academic year.

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 2019/2020. The published admission number (PAN) for this year group is shown in the school list at Section 3 and in the Starting School guide for parents. The close date for application is 15 January 2019. Allocation results will be notified on 16 April 2019. The schools follow Plymouth City Council's coordinated 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 2019/2020 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 2019 – 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), 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. Plymouth Roman Catholic primary schools follow Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

¹ 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.

All applicants must:

- (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) which names the school will be admitted.

At the normal point of entry, where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. For in-year admissions where there is space in the school, all children will be admitted unless the school can demonstrate that admission would prejudice provision of efficient education or efficient use of resources.

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)

¹ 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.

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;

(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)

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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)

6. Ethos:

6.1 Children with a sibling at the school at the time of admission 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 at the time of admission 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 where the child is not shown in a higher oversubscription criteria.

(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. A decision will be made 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

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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. The admission authority 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 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 Team¹.

Fraudulent applications/withdrawal of allocated places: The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the local authority believes to be correct, for example using the home address where the local authority considers that the child actually lives.

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

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, it could lead to a criminal prosecution and withdrawal of an allocated place. 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 appropriate¹. 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 does not inform the school that admission is to be deferred and does not admit the child in September, it is likely that the place will be withdrawn and offered to another child.

For normal point of entry: the expected point of admission will be September 2019.

For in-year admissions: the expected point of admission will be within two weeks of the date of the allocation or within six weeks of the original application whichever is the later (unless other arrangements have been made with the school).

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Multiple births: Defined as the birth of more than one baby from a single pregnancy. 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.

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 or, in the case of an in-year admission, within six school weeks of a school place whichever is the later. Response must be made to Plymouth City Council¹. 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 system¹ – 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 Admissions Code. This will be undertaken by the Chair of Governors in the presence of the head teacher 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 2019 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 1 September 2019, 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.

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SECTION 3

PANS

School	2018/2019	2019/2020
The Cathedral School of St Mary	17	17
Holy Cross Catholic Primary School	45	45
Keyham Barton Catholic Primary School	30	30
St Joseph's Catholic Primary School	30	30
St Paul's Catholic Primary School	30	30
St Peter's Roman Catholic Primary School	30	30

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PLYMOUTH ROMAN CATHOLIC PRIMARY SCHOOLS

Supplementary Information Form

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.



SECTION 1: This section should be completed for all applicants

Full name of child or children

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:

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

If 'yes' please give her/his name:

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 (Section 7) and return it to the school office.

Please note, even if you are not able to answer 'yes' to any of the sections 2-6, 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:

Signature:

Date:

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SECTION 3:	
Is at least one of this child's parents or guardians a baptised Catholic? <input type="checkbox"/> Yes <input type="checkbox"/> 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).	
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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:

SECTION 5:	
Is this child a member of a faith community other than Christian? <input type="checkbox"/> Yes <input type="checkbox"/> 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:	Date:

¹ 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.

SECTION 7: This section should be completed for all applicants
'I certify that, to the best of my knowledge, the information I have given in this form is accurate'
Name:
Signature of Parent/Guardian: Date:

¹ 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.

CONTACTS AND FURTHER INFORMATION

Plymouth CAST (MAT)

St Boniface House, Ashburton
Newton Abbot, Devon
TQ13 7JL

Telephone: 01364 645450

admin@plymouthcast.org.uk

<http://www.plymouthcast.org.uk>

The Cathedral School of St Mary

Cecil Street
Plymouth PL1 5HW
Telephone: 01752 265270

the.cathedral.school@plymouth.gov.uk

www.cathedral-school.eschools.co.uk

Holy Cross Catholic Primary School

Beaumont Road
Plymouth PL4 9BE
Telephone: 01752 225420

holy.cross.rc.primary.school@plymouth.gov.uk

www.holycross.plymouth.sch.uk

Keyham Barton Catholic Primary School

Renown Street
Keyham
Plymouth PL2 2DE
Telephone: 01752 567684

admin@keyhambarton.plymouth.sch.uk

www.keyhambarton.plymouth.sch.uk

St Joseph's Catholic Primary School

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

st.josephs.rc.primary.school@plymouth.gov.uk

www.st-josephs.plymouth.sch.uk

¹ 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.

St Paul's Catholic Primary School

Pemros Road
St Budeaux
Plymouth PL5 1NE
Telephone: 01752 365459
admin@stpaulsplymouth.com
www.stpaulsplymouth.com

St Peter's Roman Catholic Primary School

Brentford Avenue
Whitleigh
Plymouth PL5 4HD
Telephone: 01752 217010
admin@st-petersrc.plymouth.sch.uk
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 or 307110

The website at www.plymouth.gov.uk/schooladmissions has information about applying for a place at a school, school appeals, and the coordinated schemes of admission.

School Appeals

Telephone 01752 398164
schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service

Telephone 01752 307405
www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)

Telephone: 0370 000 2288
www.education.gov.uk

Office of the Schools Adjudicator

www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933 or 0800 953 1131
www.plymouthias.org.uk

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