

# CATHOLIC PRIMARY SCHOOLS IN THE CITY OF PORTSMOUTH

## ADMISSIONS POLICY 2019-2020

**Corpus Christi Catholic Primary School**  
**St John's Cathedral Catholic Primary School**  
**St Paul's Catholic Primary School**  
**St Swithun's Catholic Primary School**

Corpus Christi, St John's, St Paul's and St Swithun's are voluntary aided schools in the trusteeship of the Diocese of Portsmouth. They are maintained by Portsmouth Local Authority (LA). The schools were founded by and are part of the Catholic Church. The schools are conducted as Catholic schools in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Portsmouth. The schools offer a Catholic education serving the Catholic communities in the Portsmouth Pastoral Area incorporating the parishes of St John's Cathedral, Corpus Christi with St Joseph, Our Lady of Lourdes and St Swithun and St Colman with St Paul. Although Catholic children have priority of admission, the governing bodies of Corpus Christi, St John's, St Paul's and St Swithun's also welcome applications from those of other denominations and faiths who support the religious ethos of the schools.

The admissions process for all schools in the City is co-ordinated by the LA. However, the Governing Body of each Catholic school is its own Admission Authority and is responsible for determining the School's admission policy. The four Catholic primary schools work closely with each other and with the support of the LA and Diocese have agreed the following policy for 2019-2020.

The Governing Body of each school will admit children, who will attain the age of 5 years during the school year 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020, up to its published admission number (PAN).

The PAN for each school is as follows:-

Corpus Christi	45
St John's	30
St Paul's	60
St Swithun's	45

### **Corpus Christi School, St John's Cathedral School, St Swithun's School**

**Should there be more applications than places available at any one of the schools *Corpus Christi, St. John's or St. Swithun's* the governing body of that school will admit children in the following category order:**

1. Baptised Catholic looked after children and previously looked after children (see explanatory notes below).

- 2.** Baptised Catholic children of parents who have attended Sunday Mass weekly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed.
- 3.** Baptised Catholic children of parents who have attended Sunday Mass at least monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed.
- 4.** Baptised Catholic children of parents who have attended Sunday Mass less than monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed.
- 5.** Looked after children and previously looked after children who are not baptised Catholic (see explanatory notes below).
- 6.** Other children who are not baptised Catholic of a baptised Catholic parent who has attended Sunday Mass weekly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed (see explanatory notes).
- 7.** Other children who are not baptised Catholic of a baptised Catholic parent who have attended Sunday Mass at least monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed (see explanatory notes).
- 8.** Other children who are not baptised Catholic of a baptised Catholic parent who have attended Sunday Mass less than monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed (see explanatory notes).
- 9.** Siblings of children at the school at the intended time of entry (see explanatory notes below).
- 10.** Children who are active members of other Christian denominations (see explanatory notes below).

11. Children who are active members of other faith traditions.

12. Other applications.

**Should there be more applicants than places available in any one of the above categories priority will be given in the following order:**

- a) Siblings (see explanatory notes below).
- b) Distance (see explanatory notes below).

### **St Paul's School**

**Should there be more applications than places available at St Paul's School, the governing body will admit children in the following category order:**

1. Baptised Catholic looked after children and previously looked after children (see explanatory notes below).
2. Baptised Catholic children (see explanatory notes below).
3. Looked after children and previously looked after children who are not baptised Catholic (see explanatory notes below).
4. Other children who are not baptised Catholic of a baptised Catholic parent (see explanatory notes).
5. Siblings of children at the school at the intended time of entry (see explanatory notes below).
6. Children who are members of other Christian denominations (see explanatory notes below).
7. Children from other faith traditions.
8. Other applications.

**Should there be more applicants than places available in any one of the above categories priority will be given in the following order:**

- a) Siblings (see explanatory notes below).
- b) Distance (see explanatory notes below).

### **EXPLANATORY NOTES**

1. For the normal admission round children with a Statutory Education, Health and Care Plan for special educational need who have Corpus Christi, St John's, St Paul's or St Swithun's named in the Statutory Education, Health and Care Plan will be admitted to that school and count towards the published admission number.

2. If the last place is to be offered to children living exactly the same distance from the school, then the remaining place will be allocated by the drawing of lots, which will be witnessed by an independent observer, a representative of the Local Authority.

3. If the last pupil to be offered a place within the school's PAN is a multiple birth any further multiple birth siblings will be admitted even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

**PAN** – Published Admission Number

**CAF** – Common Application Form

**SIF** – Supplementary Information Form

**LA** – Portsmouth Local Authority

**Baptised Catholic** – Means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.

**Looked after child** – has the same meaning as in section 22(1) of the Children Act 1989 and means any 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 function (e.g child with foster parents) at the time of making an application to a school.

**Previously looked after child** – are children who were looked, after but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) or became subject to child arrangements order 18 or special guardianship order 19). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

**Parent** – all natural parents or any person who, although not a natural parent, has parental responsibility for the child evidenced by a formal agreement of the parents or by a court order.

**Sibling** - brothers or sisters, half brother or half sister, adopted brother or sister, step brother or sister, or the child of a 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. Please note that for the sibling connection to be taken into account for the purposes of admission, the sibling must be attending the school in the following year. Account will not be taken of siblings in a nursery or pre-school class attached to any of the schools.

**Distance** – Distance will be measured using the City Council’s digital mapping software, the Geographical Information System (G.I.S). The Local Land and Property Gazetteer (L.L.P.G) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the L.L.P.G, with Ordnance Survey’s Address-Point product used as support. Those living closer to the school will receive the higher priority. Where there is one place left and more than one applicant shares the same distance, the place will be allocated by lottery witnessed by an independent observer, a representative of the Local Authority.

**Children of other Christian denominations** - 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.

**Sunday Mass** – celebration of the Mass on a Sunday or at the Saturday evening vigil.

**Active member in Christian or faith community**- it is for the leader of the relevant Christian or faith community to determine if family is an active member of that community.

**Children of UK Service personnel** - Applications for children from service families moving into Portsmouth in the normal admissions round are considered in the same way as other applications round subject to proof of posting to the area and relocation date. This also includes crown servants returning from overseas to live in the area.

Applications from UK service families moving into Portsmouth will be accepted as on time until **Friday 1 March 2019** subject to proof of posting and relocation date. If the application is late and is for a starting school place (Year R), the School Admissions Code allows for an admission authority to consider admitting the child (as an ‘excepted’ pupil) to the school even if it is full. The decision made will be based on all circumstances including those relevant to the family and the child as well as the impact on the school including the provision of efficient education and the efficient use of resources.

## **HOW TO APPLY**

### **(i) Common Application Form (CAF)**

All applicants must complete the LA’s CAF. Online submission of the CAF is encouraged. The CAF is available from: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA, the school office or online at:  
[www.admissions.portsmouth.gov.uk](http://www.admissions.portsmouth.gov.uk)

### **(ii) Supplementary Information Form (SIF)**

In addition to the CAF parents/carers are asked to complete a SIF. The SIF is available from: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA, the school office or its website or online at: [www.admissions.portsmouth.gov.uk](http://www.admissions.portsmouth.gov.uk)

The additional information on the SIF assists the governors in ranking the applications in priority order against the oversubscription policy set above. If no signed SIF (where applicable) or baptismal certificate is submitted, governors can only rank the application on the basis of the information contained on the CAF. The submission of a SIF without a CAF cannot be considered as a valid application.

Where applicable, the SIF should be completed by parents before it is taken to the priest, minister, or faith leader to be signed. The SIF should be returned with the supporting evidence as required (refer to the section about evidence required below).

All applications to each individual school are considered equally against the policy for that particular school, irrespective of the order of preference expressed on the CAF. The ranking of preferences given on the CAF will only be taken into account by the LA when more than one school can offer a place.

### **(iii) Closing date**

The closing date for applications for Year R for September 2019 is **Tuesday 15 January 2019**, as published by the LA. The CAF and the SIF (where applicable) with the supporting evidence must be submitted by this date.

The CAF must be sent to: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA or email: [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)

The SIF and supporting evidence must be sent to: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA or to the school.

(iv) Evidence required with the Completed Application Form for *Corpus Christi, St. John's and St. Swithun's school*:

<b>Categories</b>	<b>Evidence</b>
1, 2,3, 4	(i) Child's baptismal certificate or letter stating child has been received into full communion with the Catholic church  (ii) Completed SIF (see note below)
5, 9	Completed SIF – required only if child has a sibling at the school
6, 7, 8	(i) Parent's baptismal certificate or letter stating parent has been received into the Catholic church  (ii) Completed SIF (see note below)

**Note** A baptismal certificate is the only proof required for membership of the Catholic Church. It is not necessary to complete a SIF unless levels of practice and/or siblings are to be taken into account.

**(v) Evidence required with the Completed Application Form for *St. Paul's school*:**

Categories	Evidence
1, 2	(i) Child's baptismal certificate or letter stating child has been received into full communion with the Catholic church  (ii) Completed SIF – required only if child has a sibling at the school
3, 5	Completed SIF – required only if child has a sibling at the school
4	(i) Parent's baptismal certificate or letter stating child has been received into full communion with the Catholic church  (ii) Completed SIF – required only if child has a sibling at the school
6, 7	Completed SIF

**vi) Notification date for places**

Parents will be notified of the school place they are being offered on **April 16<sup>th</sup>** or the next working day.

**WHERE TO GET ALL THE INFORMATION**

The LA's admissions booklet provides full details about the admissions process in the Portsmouth area. It can be viewed on the council website [www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions) or copies can be obtained from the Admissions Service 023 9268 8008. It includes, in particular, details about:

- How to obtain a common application forms (CAF);
- How to obtain a supplementary information form (SIF);
- The date and time by which the CAF and SIF must be returned;
- Where to return the CAF;
- Where to return the SIF;
- Late applications including late applications from UK service personnel;

- The notification date of the offer of a place. The LA does this on behalf of all governing bodies of Catholic schools.
- Fair Access Protocol; and
- On-line applications.

## **DEFERRED ENTRY**

All reception children are usually admitted at the start of the autumn term in the year in which they will be five. Parents have the right to defer entry until the beginning of the school term after their child's 5th birthday, or request that their child attends on a part-time basis until the child reaches compulsory school age. However, parents cannot defer entry until September 2019, which is a new school year. In that case a new application for entry into Year 1 for that school year would be necessary. Where the parents of a summer born child choose not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to reception rather than year 1. It is for the admissions authority to make the decision on the basis of the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development.

## **IN-YEAR ADMISSIONS**

Applications for Year R and/or other year groups made during the year outside the normal admissions round will be dealt with promptly. A completed CAF must be submitted. Parents are also advised to complete a SIF if applicable, to ensure governors have all the additional information necessary to assist them in applying the oversubscription criteria where necessary.

If the year group is undersubscribed, the child will be admitted. Otherwise, the child will be included on the waiting list. In certain circumstances, certain children can be admitted even if the year group is full. These include the following:

- Children of UK service personnel. The governing body may admit up to a maximum of two children of UK personnel subject to proof of posting and relocation date or children of crown servants returning from overseas to live in that area. The decision made will be based on all the circumstances relating to the family and child and the impact on the school including the provision of efficient education and the efficient use of resources (as described in the guidance of Portsmouth City Council about in-year applications).
- Children with a Statutory Education, Health and Care Plan for special educational need naming the school.

Further information about mid-year admissions can be viewed on the council website [www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions) or copies can be obtained from the Admissions Service 023 9268 8008.

## **WAITING LIST**



In the event that a child is unsuccessful in being offered a place parents may ask for the child to be placed on the waiting list. The waiting list for each year group is ranked in accordance with the over-subscription policy. When a space in a year group arises all applications on the waiting list for that year group are then reviewed against the admissions criteria. The child at the top of the list will be offered the place. The school contacts families at least annually to ascertain if they wish their child to remain on the waiting list. It is the parents' responsibility to keep the school updated on information which may affect their child's position on the waiting list such as a change of address.

### **FAIR ACCESS PROTOCOL**

The LA has a 'Fair Access Protocol' which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year but not applications for starting school. The protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit above their PAN.

### **RIGHT OF APPEAL**

Parents who are unsuccessful in gaining a place for their child at their preferred school have the right to appeal against the Governors' decision. Information on the appeal procedures, together with an appeal form, is available from the relevant school office. The completed appeal form should be sent to the Clerk to the Governors, c/o the School Office, who will arrange an independent hearing.

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**SIF** next page

**CATHOLIC PRIMARY SCHOOLS IN THE PORTSMOUTH AREA**

**ADMISSIONS 2019-20 – SUPPLEMENTARY INFORMATION FORM**

**Corpus Christi Catholic Primary School, St John’s Cathedral Catholic Primary School,  
St Paul’s Catholic Primary School, St Swithun’s Catholic Primary School**

**Section 1 - Pupil information** *All applicants to complete*

Child’s surname:	Child’s first name:
Parent's surname:	Parent’s first name:
Address:	
Post Code:	Child's Date of Birth:

**Section 2 – Tick the categories that apply** *All applicants to complete*

	<b>Tick the category if ‘yes’</b>
1. Baptised Catholic child who is Looked After or has previously been Looked After. <i>(i) complete Section 3 &amp; 5 if applicable. Copy of Baptism Certificate must be attached.</i>	
2. Baptised Catholic child. <i>If yes, you are asked to:</i> <i>(i) complete Section 3 if at least one of your preferred schools listed on the CAF is Corpus Christi, St John’s or St Swithun’s if applicable. (ii) All should complete Section 5 if applicable. Copy of Baptism Certificate must be attached.</i>	
3. Child (not baptised Catholic) who is Looked After or has previously been Looked After. <i>If yes, complete Section 5 if applicable.</i>	
4. Child (not baptised Catholic) of a baptised Catholic parent. <i>If yes, you are asked to:</i> <i>(i) complete Section 3 if at least one of your preferred schools listed on the CAF is Corpus Christi, St John’s or St Swithun’s if applicable. (ii) All should complete Section 5 if applicable. Copy of baptism Certificate must be attached.</i>	
5. Sibling of a child already at a Catholic school who will still be attending the school in the school year 2019-20. <i>If yes, complete Section 5.</i>	
6. Child who is a member of another Christian denomination. <i>If yes, complete Section 4.</i>	
7. Children from another faith tradition. <i>If yes, complete Section 4.</i>	
8. Child who does not fall into any of the above categories.	

<b>Section 3 – Mass attendance</b> (Note: For those who do not attend Mass, membership of the Catholic Church is simply evidenced by a baptismal certificate).		<b>Tick the box if 'yes'</b>	<b>Priest to confirm the tick by initials or signature</b>
a) I/we have attended Sunday Mass weekly in a Catholic community for the last year.			
b) I/we have attended Sunday Mass at least monthly in a Catholic community for the last year.			
c) I/we have attended Sunday Mass less than monthly in a Catholic community for the last year.			
<b>Name of priest of main church of worship:</b>			
<b>Name and address of church:</b>			
<b>Signature of priest named above:</b>		<b>Date:</b>	
<b>Section 4 – Other Christian denomination or faith tradition</b>		<b>Tick the box if 'yes'</b>	<b>Religious/ faith leader to confirm the tick by initials or signature</b>
a) I/we have been active members in our Christian/faith * community for the last year. <i>Delete Christian or faith as appropriate</i>			
b) I/we are member/s of a Christian/faith * community. <i>Delete Christian or faith as appropriate</i>			
<b>Name of Christian or faith tradition</b>			
<b>Name of religious or faith leader of main church of worship:</b>			
<b>Name and address of church:</b>			
<b>Signature of religious/ faith leader named above:</b>		<b>Date:</b>	
<b>Section 5 – Siblings</b> Give names of siblings attending any of the schools: Corpus Christi, St John's, St Paul's or St Swithun's only and their current year group.			
<b>Name of Sibling</b>	<b>Name of Catholic school attending:</b>	<b>Current Year group</b>	
<b>Declaration</b> I certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.			
Signature of parent/carer:			
Name of parent/carer:			Date: