

Admission Procedures

Applications For Reception Class September 2009

Applications for Reception places at all Infant and Primary Schools in Bristol *including SS. Peter & Paul* must be made on a common application form. This application form will be issued on request to the parents/carers of all pupils due to start Infant or Primary school in September 2009.

Forms will be available from the school office, the LA, or parents may apply on line. www.bristol-cyps.org.uk/schools/admissions

All Reception class applications for Infant or Primary schools **must** be sent direct to the School Admissions to be received by the closing date of Friday, 24 October in 2008

School Admissions
PO Box 57,
College House
College Green,
Bristol BS99 7EB

Any applications received after this date will be considered as "late applications" (see Section 7 of the Admissions Policy).

Application for a place at SS. Peter & Paul will only be considered if the common application form has been completed and sent to the LA by Friday, 24 October in 2008

All applicants should also have completed a SS Peter & Paul Catholic Primary additional information form and returned this to the school at the time of their application to the Local Authority. This form will enable Governors to apply the oversubscription criteria listed below in the event of oversubscription

Additional information forms are available from the school office and must be completed and returned directly to the school and not to the LA.

SS Peter & Paul RC Primary School
Aberdeen Road
Redland
Bristol,
BS6 6HY
Tel: 0117 9030070
Fax: 0117 9030071



SS. PETER & PAUL RC PRIMARY SCHOOL



Additional Information Form

Child's Details	
Child's Surname	
Child's Christian/First Name	
Child's Date of Birth	/ /
Address	
Child's Religion	
Where was your child baptised?	
Date of Baptism	
Please provide a copy of Baptismal Certificate	Copy of Baptismal seen by school Yes / NO Date seen
Does the child have a sibling(s) at SS Peter & Paul?	If Yes Name of Sibling(s)
Parents' Details	
Mother's Surname	
Mother's Christian/First Name	
Address if different from child's	
Telephone numbers	
Father's Surname	
Father's Christian/First Name	
Address if different from child's	
Telephone numbers	
Parish Details	
Which Parish does the child <u>reside in?</u>	Please confirm your parish details with your parish priest. (Your parish is not necessarily the same as the church you attend)
Name of Parish Priest	
THIS FORM IS NOT AN ADMISSION APPLICATION FOR RECEPTION CLASS 09. <u>This form provides the additional information needed by the Governors of SS Peter & Paul School to consider the application made to the LA and should be returned to school</u>	
Applications for admission to Reception Class 09 must be made on Bristol's application form and returned to the LA	
Date Additional form sent to School	

Co-ordinated Admissions
SS. PETER & PAUL CATHOLIC PRIMARY SCHOOL
ADMISSIONS POLICY for Admission for September 2009

1. SS. Peter & Paul is a Catholic voluntary aided primary school, which was established by the Church to serve the parishes of SS. Peter & Paul and St. Mary on the Quay.
2. The admission number for the Reception Class September (09) is 30. Pupils are normally admitted in the September of the year in which they reach their fifth birthday.
3. Applications for admissions should be made via the common application form. Forms will be available from the school office, the LA, or parents may apply www.bristolcyps.org.uk/schools/admissions. These forms **MUST** be returned directly to the LA by Friday, 24 October in 2008

School Admissions
PO Box 57,
College House
College Green,
Bristol BS99 7EB

Additional Information Forms, available from school office, must also be completed and returned directly to the school and not to the LA.

4. Places will be offered by the LEA on behalf of the Governors of the school on **30th January 2009.**
5. In the event of over-subscription, places will be offered in accordance with the following order of priority: The Governors will operate an equal preference system.

5.1 Under the current definition of Children in Care (January 2005) "Children in Care" who are baptised in the Catholic faith for whom a place is requested by the relevant person/authority.

Baptismal certificates must be available for inspection for all baptised children.

5.2 Children who are baptised in the Catholic faith, who reside in the parishes of SS. Peter & Paul or St. Mary on the Quay.

Baptismal certificates must be available for inspection for all baptised children.

5.3 Under the current definition of Children in Care (January 2005) "Children in Care" for whom a place is requested by the relevant person/authority.

5.4 Children who have siblings at SS. Peter & Paul School (still on the school roll at the time for which admission is sought).

5.5 Children who are baptised in the Catholic faith, who reside in other parishes.

Baptismal certificates must be available for inspection for all baptised children.

5.6 Baptised children of Christian faith, who reside in the parishes of SS. Peter & Paul or Mary on the Quay, whose parents seek a Catholic education for their child.

Baptismal certificates must be available for inspection for all baptised children.

5.7 Children from Christian homes who are not baptised, who reside in the parishes of SS. Peter & Paul or St. Mary on the Quay, whose parents would like them to receive a Catholic education.

5.8 Children from non-Christian homes, who reside in the parishes of SS. Peter & Paul & St. Mary on the Quay, whose parents would like them to, receive a Catholic education.

5.9 Baptised children of Christian faith, from other parishes, whose parents seek a Catholic education for their child.

Baptismal certificates must be available for inspection for all baptised children.

5.10 Children from Christian homes who are not baptised, from other parishes, whose parents would like them to receive a Catholic education.

5.11 Children from non-Christian homes, from other parishes, whose parents would like them to, receive a Catholic education.

5.12 Any other applicants who do not fall into the above categories.

A map of the parishes of SS. Peter & Paul and St. Mary on the Quay is available for inspection at the school.

Where a tiebreaker is required in any category priority will be given to

- a. Children who live nearest to SS. Peter & Paul measured in a direct line from the home address to the school.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the school as measured in a direct line between the main entrance to the home and the main school gate ; the available place(s) will be allocated by drawing lots.

Distances will be measured using a computerised mapping system provided by the LA"

Unsuccessful applicants will be placed on a waiting list in accordance with our admission criteria. The waiting list will cease on September 1st each year

6. Admissions Committee

An Admissions Committee, consisting of 3 governors, will be appointed by the governors each year to administer the governors' policy.

Casual applications, i.e. those seeking a place outside the normal admissions round, will be considered by the Admissions Committee, using the criteria in paragraph 5 above.

7. Late Applications

Any applications received after the closing date of Friday, 24 October in 2008, but before the offer of places is made by LA on behalf of the Governing Body will be considered in accordance with the priorities in 5 above if, in the opinion of the Admissions Committee, there were **exceptional grounds** for applicants not being able to meet the required deadlines.

In October 2006 the Governors received 44 applications, which fell into the following categories. These figures apply to the admissions criteria for 2006/07.

- 5:1 5:5 5 5:9 5:13 1
- 5:2 13 5:6 2 5:10 4
- 5:3 5:7 4 5:11 1
- 5:4 11 5:8 3 5:12
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8. Appeals Procedure

Should the Governors refuse to admit a child to the school the parents of that child have a right to appeal against such a decision.

The appeal should be made in writing within 14 days of receiving the letter of refusal, to the Diocese of Clifton School Commission - c/o The Clerk to the Governors, SS. Peter & Paul School.

The Commission will set up a panel of 3 independent persons to hear the cases presented by the parents and the Governors. The result of the appeal is binding and will be in accordance with the code of practice recommended by the National Council of Tribunals.

Infant Class Size Appeals

Statutory limits on class sizes mean that infant classes with a single qualified teacher cannot contain more than 30 pupils without taking "qualifying measures" to comply with the statutory duty to limit infant classes with a single teacher to a maximum of 30.

Qualifying measures include those such as

- employing an additional teacher
- building an extra classroom
- reorganisation of classes

The infant classes at SS Peter & Paul School are organised with a maximum of 30 in each year group so appeals for the infant classes will be heard on the basis of 'class size prejudice'.

An appeal panel can only uphold an appeal in these circumstances if

a) the admission arrangements were applied wrongly in your case

OR

b) it was unreasonable to turn your child down given the circumstances.

The law defines 'unreasonable' as being completely illogical, or not based on the facts of the case.

9. Children with Statements of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the local authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the governing body of SS Peter & Paul, if a

preference has been made for the school, before the school is named in the Statement.

For other children with Special Needs the normal procedures apply.