



# **St Katherine's School**

## ***Admission Policy for 2019-20***

### **1.0 CONDITIONS**

- 1.1 The following information should be read in conjunction with the 2019-20 Coordinated Admission Scheme published by the Local Council in which area the child subject to the application lives (the home Council). For those living within North Somerset, the school's admission arrangements for Year 7 new intake are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake secondary admissions for 2019-20.
- 1.2 To see a copy of the scheme contact North Somerset Council.
- 1.3 The admissions process for the Sixth Form are covered in a separate policy available from the school.

### **2.0 ADMISSIONS AUTHORITY**

- 2.1 St Katherine's School, in accordance with the School's academy status, is responsible for admissions to the School.

### **3.0 ADMISSION NUMBER**

- 3.1 The Admission Number for Year 7 is 180. It is also the number of places available for Year 8-11.

### **4.0 OVER SUBSCRIPTION**

- 4.1 If the school is not over-subscribed for Year 7 intake all new intake applicants will be offered a place.
- 4.2 If the school receives more Year 7 intake applications than the Admission Number the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority:
- i. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
  - ii. Children with a brother or sister attending the school at the time of admission living within the First Geographical Area.



- iii. Children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school and living within the First Geographical Area.
- iv. Children living within the First Geographical Area.
- v. Children with a brother or sister attending the school at the time of admission living outside the First Geographical Area.
- vi. Children living outside the First Geographical Area.

Children with a brother or sister who will be attending the school at the time of admission does not include where the brother or sister has only joined the school for Sixth Form education.

Priority within each category will be given to those living closest to the school. The distances will be measured in a direct line between the address point of the child's home and the main entrance marker for the school indicated on North Somerset Council's computerised system(s). If these distances are equal the ranking of applications will be made by drawing lots.

- 4.3 Where the school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the school. Where St Katherine's School is named in the Statement or Plan, such children will therefore be allocated places before the above criteria are applied.
- 4.4 Where the direct line distances are equal the ranking of applications will be made by drawing lots.

## **5.0 FIRST GEOGRAPHICAL AREA**

- 5.1 St Katherine's School's First Geographical Area is shown at the end of this document. An FGA is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the FGA. North Somerset residents who are in any doubt about which school serves an address please contact the School Admissions Team of North Somerset Council.

## **6.0 2019-20 INTAKE WAITING LISTS**

- 6.1 The school will hold a list of those Year 7 applicants still seeking a place at the school, until the 31 December 2019. All applications will be ranked in line with the school's over-subscription criteria and allocations will be made in accordance with it.



Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

## **7.0 NEW INTAKE APPLICATIONS**

7.1 New Intake applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:

Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)  
Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)  
Tel No: 01275 884078  
Address: North Somerset Council  
People and Communities  
School Admissions Team  
Town Hall  
Walliscote Grove Road  
Weston super Mare  
BS23 1UJ

7.2 Applications must be submitted by the closing time and date of 23:59 hours on 31 October 2018 in order to be considered in the first round of school place allocations.

7.3 Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

- Such late applications are received before North Somerset Council has sent details of applications to other councils;
- The applicant's home council has accepted them as if they had been submitted by the closing time and date.

7.4 All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated. All applications will be considered equally regardless of the ranking of a parent's preference for the school. On-time applicants will be informed of the outcome of their application on 1 March 2019 by their home council.

## **8.0 IN-YEAR APPLICATIONS YEARS 7 – 11**

8.1 If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above over subscription criteria. An In-Year application form is available upon request from the school and/or North Somerset Council.



**9.0** The school will where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council's Fair Access Protocol (full details available from North Somerset Council).

## **10.0 ADDITIONAL INFORMATION**

**(a) Children in Care** - 'Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

- 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 Act 2002 (see section 46 adoption orders)
- 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 replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**(b) Brothers and Sisters** - To be considered as a brother or sister a child must be living at the same address for the majority of the time (for at least 50% of the time) as a full, half, step or an adoptive brother/sister of another child.

Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents.

Half brothers/sisters are defined as children who share only one biological or adoptive parent.

Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address St Katherine's School considers to be the address of the child for whom the application is made.

A brother or sister must be attending the school at the time of admission i.e. he/she must be (or is expected to be by St Katherine's School) on roll at the school (or would be expected to be on roll if a place was offered).



It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform St Katherine's School if a child obtains a place after they have applied.

**(c) Home Address**

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

**(d) Parent** - This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

**(e) Children with a Statement of Special Educational Needs or an Education, Health and Care Plan**

There is a different procedure for Children with a Statement of Special Educational Needs or an Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

**(f) Right of Appeal** - Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

**(g) Admissions of Students Outside Their Normal Age Group (delay or accelerated entry)**

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

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;

whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

Parent will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.



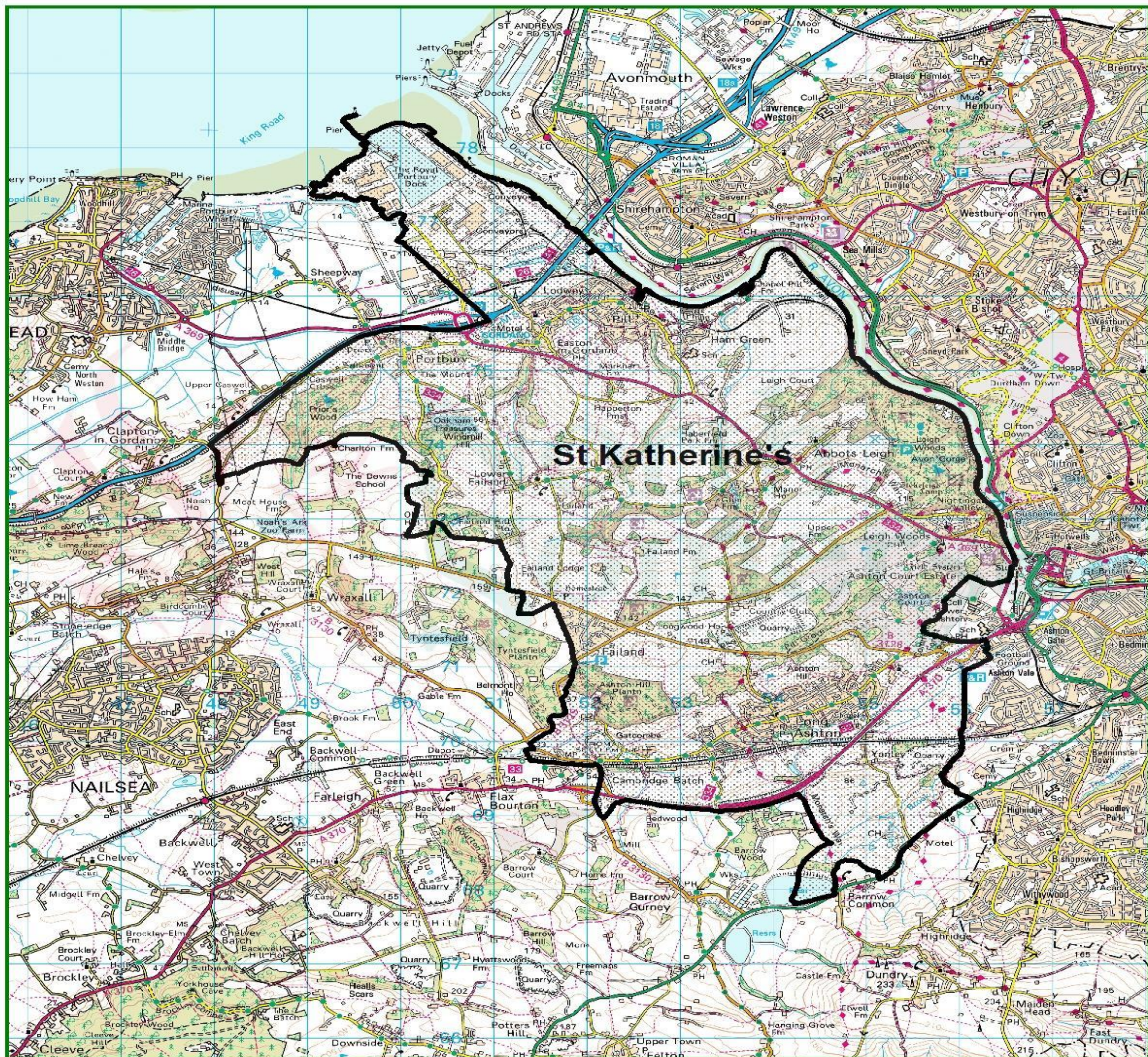
For secondary and year 10 intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

**(h) Contact the School**

St. Katherine's School  
Ham Green  
North Somerset  
BS20 0HU  
Tel: 01275 373737  
Email: [School@stkaths.org.uk](mailto:School@stkaths.org.uk)  
Website: [www.st-katherines.n-somerset.sch.uk](http://www.st-katherines.n-somerset.sch.uk)





**Corporate Services**  
Corporate Information Team  
Castlewood  
Tickenham Road  
Clevedon  
North Somerset  
BS21 6FW

## St Katherine's First Geographical Area

Tel: 01934 63 4942  
Fax: 01934 63 4884

**NORTH**  
Scale 1:61495  
Date  
16 December 2013