St Thomas More's Catholic Primary School
ADMISSIONS POLICY 2024/2025

To inspire every child by ensuring SUCCESS, providing OPPORTUNITY and fostering STEWARDSHIP within a loving, Catholic community.

St Thomas More's Catholic Primary School offers a Catholic education and serves the Catholic parishes of St Joseph's, Havant, St Michael and All Angels, Leigh Park and St Patrick's, Hayling Island. We ask all applying for a place here to respect our Catholic ethos and its importance to our School Community.

The Governing Body of St Thomas More's Catholic Primary has an equal preference admissions policy, which, in the case of over-subscription, means **all** applicants will be considered equally against the over-subscription criteria regardless of the order of schools listed on the Common Application Form (CAF).

A Supplementary Information Form (SIF) will be used by the Governors to prioritise applications. This form follows at the end of this policy on this website, can be obtained from the school office or from the local authority's website. **We strongly recommend that the SIF is completed and returned with any necessary documentation to the school by 15 January 2024;** this is in addition to the Local Authority's application form. If no SIF is submitted to the Governors then the application will be ranked solely on the basis of the information provided in the Local Authority's application form.

The Published Admissions Number (PAN) for Reception year 2024/2025 is 45.

In the case of over-subscription the Governing Body will consider applications in the following order of priority. The numbers in brackets refer to the list of definitions below.

Category 1	Baptised Catholic (2) looked after/previously looked after children (1) **Evidence to be provided:** SIF + Baptismal Certificate or letter of reception and, if not included on the CAF, Legal confirmation of Adoption/Child arrangements Order/ Care Order Proof of Address
Category 2	**Baptised** Catholic children (2) living within the Parishes served by the school – **Havant**: St Joseph's, and SS Thomas, Emsworth; **Leigh Park**: St Michael and All Angels; **Hayling Island**: St Patrick's. **Evidence to be provided:** SIF + Baptismal Certificate or letter of reception Proof of Address
Category 3	**Baptised** Catholic children (2) from other Parishes **Evidence to be provided:** SIF + Baptismal Certificate or letter of reception Proof of Address
Category 4	Other looked after /previously looked after children **Evidence to be provided:** SIF and, if NOT included on the CAF, Legal confirmation of Adoption/Child arrangements Order/Care Order Proof of Address
Category 5	Other Christian children (4) **Evidence to be provided:** SIF + Certificate of baptism or dedication or statement from a minister Proof of Address

Category 6	Other children who wish to receive a Catholic education. **Evidence to be provided:** SIF Proof of Address

PAN – Published Admission Number
CAF – Common Application Form
SIF – Supplementary Information Form
LA – Local Authority - Hampshire County Council

Tie-breakers
Should there be more applicants than places available in any of the above categories, priority, in the following order, will be given to: Children with siblings (3) who will be attending the school at the time of admission. Children living nearer the school (5)

Definitions

(1) ***'A 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 the school.

'***Previously looked after children'*** 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 Childrens Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order18 or special guardianship order19). Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as result of being adopted.

(2) ***Catholic***: For the purposes of these admissions arrangements, 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

(3) ***Siblings:*** the children of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family. It also applies to children being fostered in the family. It may also be applied to situations where full or half brothers or sisters are living at separate addresses. Account will not be taken of siblings in the pre-school attached to the school. 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.

(4) ***Other Christians***: 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.

(5) ***Distance Measure:*** The normal residence is defined as the home of the main carer who is the recipient of the Family Allowance. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent

address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Distance tie-breaker: Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using Hampshire County Council's Geographic Information Systems (GIS). If two children live at the same distance from the school the place will be subject to random allocation (lottery) overseen by someone independent of the school e.g. member of LA.

Additional Information

Special Educational Needs
For the normal admission round children with a Statement of Educational Needs or Education, Health and Care Plan, which names St Thomas More's school in the statement, will be admitted to the school and will count towards the admission number.

Multiple births or same cohort siblings
If the last pupil to be offered a place within the school's PAN is a multiple birth or same cohort sibling, any further multiple birth sibling or same cohort sibling 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.

Starting school
Pupils born between 1 September 2019 and 31 August 2020 (inclusive) are entitled to fulltime schooling from September 2024. By writing to the school stating their reasons, parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

1 September 2019 and 31 December 2020 (inclusive) reach compulsory school age on 1 January 2025, at the start of the Spring term.

1 January and 31 March 2020 (inclusive) reach compulsory school age on 1 April 2025, at the start of the Summer term;

1 April and 31 August 2020 (inclusive) reach compulsory school age on 1 September 2025, at the start of the new school year.

Applicants cannot normally defer entry until the following September which is in a new school year. In that case a new application for entry into Year One for that school year would be necessary.

However, parents of children with birthdays between 1 April and 31 August 2020 (inclusive) may wish to request admission to the Reception year in September 2025 rather than admission to Year One. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly in writing why they felt admission to Year R was in their child's best interests. If agreement is reached that a child born between 1 April and 31 August 2020 may start in Reception in September 2025, parents must apply for a place the following year for that year group. If parents have already applied for a place to start in 2024 and subsequently delayed admission is agreed, the application would be withdrawn

and they would need to reapply the following year alongside all other applicants. Places cannot be reserved or held from the previous year.

It is recommended that parents considering such a request contact the school in writing in the Autumn Term 2023 to ensure that an informed decision is made.

Admission of children outside their normal age group
Parents can seek places outside their child's normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

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

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. St Thomas More's school will not admit above PAN + 2 in the case of 'excepted children'.

Late Applications for Year R
Late applications will be considered after all applications received on time are dealt with.

In-Year Applications
An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting finance@st-thomsamores.hants.sch.uk.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, within 15 days of receipt, and you have the right of appeal to an independent appeal panel

Procedure for Applying for Other Year Groups
Applications for transfer from other schools to any year group including Key Stage 2 (Year 3) in September 2024 will be considered **a maximum of 6 weeks before the end of the previous summer term.**
Applications outside the normal admission cycle will be considered a maximum of half a term before the proposed entry date. **UK Service personnel or other Crown servants** moving into the area can be considered in advance of the move, subject to proof of posting. Allocation of places will be in accordance with the admission policy relevant to the year group in question at the time of entry.

Right of Appeal
Parents have the right of appeal against the Governors' decision not to admit. The appeal will be to an independent panel and a form is obtainable from the school office. There is a time limit for an appeal to be lodged.

Address for correspondence or appeals:

Chair of Admissions Committee
C/o St Thomas More's Catholic Primary School
Hooks Lane
Bedhampton
Havant
PO9 3DR

Waiting List
When all available places have been allocated, St Thomas More's will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.
The waiting list will be reviewed and revised:–

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

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. Categories of children who must be admitted via the FAP to include children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place.

Looked after children or previously looked after children allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

Oaklands Secondary School
Entry to St Thomas More's does **not** give automatic right of transfer to Oaklands Secondary School at 11+. Admission must be sought through the Governors of Oaklands, who determine their own policy and admit children with their published arrangements.

St Thomas More's Nursery
Attendance at St Thomas More's Nursery does **not** give automatic right of transfer to St Thomas More's Catholic Primary School. An application as outlined below must be made.

How to apply for a place in Year R for September 2024 at St Thomas More's School
You must do both the following:
1. Apply on-line directly to the Admissions Team at your home Local Authority, for example, Hampshire on the **Common Application Form (CAF)** by the published deadline
AND
2. Complete the **Supplementary Information Form (SIF)**, available below or from the school, (and return it to the school with the relevant supporting evidence **by the published deadline.**

Make sure your Hampshire County Council application is submitted on time. Details of deadline dates and how to apply are on the Hampshire County Council website and in the Hampshire Admissions brochure.

Where you will find all the information

Hampshire or your own Local Authority's admissions booklet provides full details about the admissions process. Hampshire's guidance can be viewed on the council website http://www.hants.gov.uk/admissions or copies can be obtained from the Admissions Service 03005551377.

Details include:

- On-line applications
- How to obtain a supplementary information form (SIF)
- How to obtain a common application form (CAF)
- 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
- The notification date of the offer of a place. The LA does this on behalf of all governing bodies of Catholic schools in Hampshire.
- Fair Access Protocol

Paper CAF application forms will be available, on request only, from the school office or from the admissions team in Winchester and should be returned to the school by the deadline.
School Office: 02392 475909 County Admissions Team: 03005551377

Supplementary Information Form (SIF)

The school's SIF is available below; details about the school and school booklet are provided on request by the school. Parents/carers are asked to complete the SIF and return it to the school by the deadline midnight on 15 January 2024. This enables governors to place your application in the correct oversubscription category.

If you do not complete the SIF, governors will only be able to place your application in the lowest oversubscription category.

Scan to access the online SIF form, or go to

https://forms.office.com/r/usc2Emx3Rd

Parents will be informed on-line or in writing by Hampshire County Council, on behalf the governing body, of the outcome of their application on the published date on 19th April 2024.