



Admissions Policy 2017/2018

(For September intake 2017)

**Determined on: 2nd December 2015
Next Review: November 2016**

**St Peter's Catholic School
Horseshoe Lane East, Guildford, Surrey, GU1 2TN**

Admissions Tel: 01483 557574
Admissions Fax: 01483 306571
Admissions Email: admissions@st-peters.surrey.sch.uk
School Website: www.st-petersschool.sch.uk

Age range: 11 - 18
Expected number on roll in September 2017: 1125

ST PETER'S ADMISSIONS POLICY

St Peter's is a Voluntary Aided Catholic Secondary School, catering for students aged 11 – 18, and was established by the Catholic Diocese of Arundel and Brighton. The Governors aim to offer a Catholic education and the ethos of this school is founded on the Catholic faith. The Governors ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents/carers who are not Catholics to apply for and be considered for a place.

St Peter's is part of a family of Catholic schools serving, initially, the Catholic deanery of Guildford. Other schools which are part of this provision and which are later referred to as the 'four named feeder schools' are St Thomas of Canterbury, St Joseph's, St Edmund's and St Cuthbert Mayne.

To be eligible to apply for Year 7 in September 2017 your child's date of birth should fall between 1st September 2005 and 31st August 2006. The Published Admissions Number (PAN) for Year 7 intake in September 2017 is 180. (Please note the Year 7 PAN may raise to 210 subject to the proposed school expansion of an additional one form of entry).

Having consulted with the Diocese, Local Authority (LA), other admission authorities and other relevant groups, the Governors intend to admit into Year 7, in September 2017, up to 180 students without reference to ability or aptitude.

Oversubscription Criteria

Where the number of applications for admission exceeds 180, and after the admission of students with a Statement of Special Educational Needs/Educational, Health and Care Plan (EHCP) where the school is named on the Statement, the Governors will offer places using the following criteria in the order stated:

- 1. Children who are, or have previously been, 'looked after' by the Local Authority**
(Documentation will be required as evidence)
- 2. Baptised Catholic children with a sibling at St Peter's at the time of admission**
(Photocopy of baptism certificate will be required as evidence and a signature provided by a priest)
- 3. Baptised Catholic children currently attending one of the four named feeder schools**
(Photocopy of baptism certificate will be required as evidence and a signature provided by a priest)
- 4. Other baptised Catholic children**
(Photocopy of baptism certificate will be required as evidence and a signature provided by a priest)
- 5. Other children with a sibling at St Peter's at the time of admission**
- 6. Other children currently attending one of the four named feeder schools**
- 7. Children of other Christian denominations**
(Photocopy of baptism or dedication certificate will be required as evidence and a signature provided by a priest or minister of a designated place of worship)
- 8. Children who are members of other faiths**
(Evidence of membership of the faith will be required with an authorised signature provided by a priest, minister or religious leader of a designated place of worship)
- 9. Any other children**

Tiebreaker

When applications exceed the number of places available and it is necessary to decide between applications through a priority ranking, priority will be given on the basis of distance from home (the address at which the child resides) to the school (closest proximity receives highest priority). The distance (see 'Definitions') is measured in a straight line from the address point of the child's home address, as set by

Ordnance Survey, to the nearest school gate available for students to use. This is calculated using the Admission & Transport Team's Geographical Information System.

In the case of twins and children from multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots using School Governors who have no association with the applicants.

Admission Procedure

The Governing Body of St Peter's Catholic School is responsible for determining the admissions arrangements of the school, including the priority of admissions to the school. When the application deadline has closed the LA provides the school with a list of all applicants who have applied to St Peter's. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. Evidence of residence may be requested by the school - see Definition section. In the main round of admissions the LA is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the Governing Body on the published date for notification of places offered.

To apply for a place at St Peter's you should complete and return the following two forms:

1. **The Common Application Form (CAF)**

All applications for place must be made on the CAF which is available either from the LA (where the parent lives) or on that LA's website. For a valid application the CAF must be returned either in the paper form or online. A Surrey online application is available from www.surreycc.gov.uk.

The LA CAF should be completed in full and submitted to the LA by the closing date of 31st October 2016.

2. **St Peter's Supplementary Information Form (SIF)**

This is available from the school and the school website (www.st-petersschool.co.uk) and allows Governors to put all applicants in order of priority for admission in line with the published Admissions Policy.

Please note that it is not mandatory to complete a SIF for parents/carers applying under criteria 1, 5, 6 and 9. However, if a completed SIF is not received, the Governing Body will only be able to consider the application based on information provided to the LA on the CAF. Copies of the SIF can also be found on the LA website at www.surreycc.gov.uk/admissions.

St Peter's SIF should be completed in full and returned directly to the Admissions Office at St Peter's School by the closing date of 31st October 2016.

Late Applications

All pieces of paperwork are required on or before the published closing dates stated above. Late applications (those where it is reasonable that a parent/carer could have submitted an application by the closing date) will only be processed when the on-time applications have been dealt with.

Any late applications will be considered by the Governing Body in the event of there being any available places using the above criteria. If all places have been filled parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place.

Waiting Lists

If the school is oversubscribed, parents/carers of children who have not been offered a place at St Peter's may ask for their child's name to be placed on the waiting list. The waiting list will be operated using the same admissions criteria listed. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place.

To be added to the waiting list, parents/carers should put their request in writing to the Admissions Department using the 'Waiting List Form' on the school's website under the 'Admissions' tab and send into school. Parents/carers must also inform their LA.

The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list. All children on the waiting list will be dealt with equally according to the criteria regardless of the period of time the child has been on the waiting list. The waiting list for Year 7 will be maintained until the end of the academic year for which entry has been sought.

The school is also under a duty to admit children who are presented for admission under the LA's 'fair access protocol'. These children must take precedence over any children already on the waiting list.

In the event that an applicant is offered a place from the waiting list, an official offer letter will be sent from the LA which must be accepted or declined in writing within the set parameter stated on the letter.

In-Year Admissions for Year 7

The school operates a waiting list for any places, which may become available during the year. When such places arise, all children on the waiting list are considered. The waiting list will use the same criteria for admission as detailed in this policy and will operate regardless of the period of time the child has been on the waiting list. Applicants who have missed the deadline for normal admissions (e.g. moved into the area) will be treated as late applications and can go on the waiting list in accordance with our admissions criteria. The waiting list for Year 7 will be maintained until the end of the academic year for which entry has been sought.

Other applications for places in Years 8 to 11 (In-Year Applications)

Applications for places other than at the start of Year 7 should be made directly to the school and the LA contacted. If there is a vacancy in the relevant year group and no other family has applied for it, the school will allocate a place as soon as possible. If there is no vacancy, or if the number of applications is greater than the number of vacancies, the Governors will at once establish a waiting list for the relevant Year Group, or add the applicant's name to an already established waiting list. Places will be offered to applicants whose names appear on the waiting list strictly on the basis of the school's oversubscription criteria.

Application outside of the chronological age group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Headteacher, Governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Headteacher, Governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Offer of a Place

All parents/carers who have completed a CAF will be informed by that LA (for example Surrey County Council) of the outcome of their application on the published date for notification of places offered.

If you are declining the offer of a place at St Peter's, please inform your LA and let us know in writing by recorded post (Admissions Department, St Peter's Catholic School, Horseshoe Lane East, Guildford, Surrey, GU1 2TN). Alternatively, you may email admissions@st-peters.surrey.sch.uk and an acknowledgment will be sent from the school upon receipt.

If you no longer wish to send your child to the school, for example you are moving away, please let us know in writing using the above methods of correspondence.

Appeals

Parents/carers whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with Sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Parents/carers have the right to make oral representations to the Appeal Panel.

You should act quickly to register your appeal, normally within 20 days of receiving the allocation letter. Information about the process of appeals and the necessary documents should be obtained from Surrey Schools Appeals Service (Room 122, County Hall, Kingston-upon-Thames, Surrey, KT1 2DN) by telephoning 0208 541 9121.

Visiting the School

We encourage parents/carers to visit our school in order to find out more about how we work and the education that we offer, however, any such visits do not form part of the process of deciding which children are to be offered a place at St Peter's. Parents/carers are invited to tour the school during our annual Open Evening, Open Mornings and termly tour days - the dates of which can be found on our website in the Admissions section.

Giving us the Wrong Information

If a parent/carer is found to have supplied false or incorrect information to gain a place at St Peter's the Governing Body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's.

Completion of Documentation

In addition to the school's SIF (which all applicants are asked to complete), to make a 'valid' application, you must also complete and return a CAF (available from and returnable to the LA).

DEFINITIONS

Looked After Children

'Looked after children' are children who are registered as being in the care of the LA or provided with accommodation by a LA in accordance with Section 22 of the Children Act 1989(a) e.g. fostered or living in a children's home, at the time an application for a school is made. **'Previously looked after children'** means such children who have previously been in the care of a LA or provided with accommodation by a LA in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a 'child arrangement order' (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Note: Documentation confirming the child's status must be submitted at the time of application as evidence.

Baptised Catholic

'Baptised Catholic' describes a member whose Church of Baptism is 'in communion with the See of Rome'. The Catholic Church comprises within it the Latin Rite (Roman Catholics) and Catholics from the Eastern or Oriental Rite. This will be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into Full Communion with the Catholic Church.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Note 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome.

Note 2. Ordinariates are members of the Latin Rite

Note 3. Anglicans describing themselves as 'Anglo Catholics' are members of the Anglican Communion and therefore not in communion with the Holy See.

Please refer any queries to the Catholic Education Service.

Siblings

For admission to St Peter's a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/half-sister or a step-brother/step-sister or an adoptive or foster brother/sister living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's admission. Governors will also take into account any information on siblings that is provided by the LA from the CAF.

Note: If a younger sibling applies under the 'sibling' criteria and the older sibling does not continue with their higher education in St Peter's Sixth Form at the start of the autumn academic term, the Governing Body reserves the right to withdraw the offer of a place.

Parents/Carers

The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child.

Feeder Schools

For the purposes of admission to St Peter's School the 'named feeder schools' are St Cuthbert Mayne in Cranleigh, St Edmund's in Godalming, St Joseph's in Guildford and St Thomas of Canterbury in Merrow.

Distance

The distance is measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest school gate available for students to use. This is calculated using the Admission & Transport Team's Geographical Information System. A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the child's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or carer OR leased or rented by the child's parent, parents or carer under a lease or written rental agreement.

If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. In the case of formal equal shared custody it will be up to the parents to agree which address to use. If two addresses are provided the LA will decide which address should be used as the main residence for the purpose of processing the application, as they only accept one current address. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

Where two or more children share a priority for a place, for example, where two children live equidistant from the school and only one place remains, Governors will draw lots to determine which child should be given priority.

Students with a Statement of Special Educational Needs (SEND)/Educational, Health and Care Plan (EHCP) naming the school on the Statement/EHCP:

These children are admitted under a separate procedure.

Proof of Address:

For example:

- *Photocopy of your child benefit or tax credit statement, bank/building society statement or letter, showing your name, your child's name and your home address **or***
- *Photocopy of your child's medical card showing your home address **or***
- *Letter from Social Services or the Housing Department confirming placement at your address*

Plus one of the following:

- *Copy of a current Tenancy Agreement*
- *Solicitor's letter confirming the date that contracts were exchanged and the proposed completion date if you are about to move house - you must have exchanged contracts or entered into a binding Tenancy Agreement*
- *Copy of a recent utility bill for your home address showing usage*
- *Copy of your driving licence*
- *Letter from National Asylum Support Services (NASS)*

Supplementary Information Form for admissions during the 2017/2018 academic year

St Peter's Catholic School, Horseshoe Lane East, Guildford, Surrey, GU1 2TN
Admissions telephone: 01483 557574 Email: admissions@st-peters.surrey.sch.uk

Please note that it is not mandatory to complete a Supplementary Information Form (SIF) for parents/carers applying under criteria 1, 5, 6 and 9. However, the SIF is an important document that allows Governors to rank applications in accordance with the school's oversubscription criteria. If a completed SIF is not received, the Governing Body will only be able to consider the application based on information provided to the LA on the CAF

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

PART 1 - TO BE COMPLETED BY PARENT/CARER

Child's Legal Surname			
Child's Forename(s)			
Child's Date of Birth	<u>DD</u> / <u>MM</u> / <u>YYYY</u>	Male	Female
Child's Main Home Address (including postcode)			
	POSTCODE _____		
Telephone Number(s)	Home		
	Mobile		
Full Name of Main Parent/Carer applying Mr/Mrs/Miss/Ms/Other			
Email Address(es)			

FAITH DECLARATION - TO BE COMPLETED BY THE PARENT/CARER
If your child is a member of the Catholic Church, other Christian denomination or faith,
please complete Part A, Part B or Part C below as appropriate.
If neither applies to your child, please go straight to Part 5 on this form.

A. For applicants applying for a Catholic child, please complete the following:

I confirm the child is a member of the Catholic Church	YES
Date and place of baptism (or Reception into Church if applicable) including address	
Name and address of the current parish/es you are registered under:	

B. For applicants applying for a child of another Christian denomination please complete the following:

I confirm the child is a member of another Christian denomination		YES	
Which denomination?			
Date and place of baptism/dedication (if applicable) including address			
Name and address of the current parish/es you are registered under:			
C. For applicants applying for a child of another faith please complete the following:			
I confirm the child is a member of another faith		YES	
Which faith?			
Date and place of baptism/dedication (if applicable) including address			
Name and address of the current designated places of worship you are registered under:			

In order to ensure that we offer places fairly and in accordance with our Admissions Policy please tick the highest criteria box which most accurately applies to your child.

1. **Children who are, or have previously been, 'looked after' by the Local Authority**
(Documentation will be required as evidence)
2. **Baptised Catholic children with a sibling at St Peter's at the time of admission**
(Photocopy of the baptism certificate will be required as evidence and a signature provided by a priest)
3. **Baptised Catholic children currently attending one of the four named feeder schools**
(Photocopy of the baptism certificate will be required as evidence and a signature provided by a priest)
4. **Other baptised Catholic children**
(Photocopy of the baptism certificate will be required as evidence and a signature provided by a priest)
5. **Other children with a sibling at St Peter's at the time of admission**
6. **Other children currently attending one of the four named feeder schools**
7. **Children of other Christian denominations**
(Photocopy of the baptism/dedication will be required as evidence and signature of a priest or minister of a designated place of worship)
8. **Children who are members of other faiths**
(Please provide the signature of a priest, minister or religious leader of a designated place of worship as evidence of membership of the faith)
9. **Any other children**

NEXT STEP:

- **PART 2 TO BE COMPLETED BY CATHOLIC PRIESTS**
- **PART 3 TO BE COMPLETED BY OTHER CHRISTIAN DENOMINATIONS**
- **PART 4 TO BE COMPLETED BY OTHER FAITHS AND MINISTERS/FAITH LEADERS**
- **PART 5 TO BE COMPLETED BY PARENTS AND CARERS**

PART 2 - TO BE COMPLETED BY CATHOLIC PRIESTS ONLY

I am satisfied that the child is a baptised Catholic/has been received into the Church Yes No

Signature of Priest: _____
NAME IN BLOCK CAPITALS: _____
Date: DD / MM / YYYY
Parish (or ethnic chaplaincy): _____

Parish Stamp / Seal:

PART 3 - TO BE COMPLETED BY MINISTERS / FAITH LEADERS OF OTHER CHRISTIAN DENOMINATIONS

I am satisfied that the child is baptised/dedicated/has become a member of the faith

Yes No Denomination/Faith: _____

Signature of authorised Minister/Faith Leader: _____
NAME IN BLOCK CAPITALS: _____
Date: DD / MM / YYYY
Parish/Faith community: _____

Parish/Faith Community Stamp / Seal:

PART 4 - TO BE COMPLETED BY MINISTERS / FAITH LEADERS OF OTHER FAITHS

I am satisfied that the child is baptised/dedicated/has become a member of the faith

Yes No Denomination/Faith: _____

Signature of authorised Minister / Faith Leader: _____
NAME IN BLOCK CAPITALS: _____
Date: DD / MM / YYYY
Name and address of the child's designated place of worship:

PART 5 TO BE COMPLETED BY PARENT/CARER

I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing St Peter's Catholic School as one of my preferred schools.

YES NO

I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate the Governing Body may withdraw any offer of a place, even if the child has already started at the school.

Parent/Carer signature _____

Print full name Mr/Mrs/Miss/Ms/Dr _____

Date: DD / MM / YYYY

IMPORTANT CHECKLIST:

- I have enclosed a fully completed Supplementary Information Form (SIF)
- My Parish Priest/Minister/Faith Leader has completed the correct section of this form
- I have enclosed (where applicable) a copy of:
 - Certificate of Baptism in a Catholic Church (for Catholic applicants)
 - Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
 - Baptism Certificate (for other Christian applicants)
 - Dedication Certificate (for other Christian applicants)

Reminder:

Please check the child's date of birth on the child's baptism certificate is correct against the SIF and that you have enclosed all the necessary documentation. Omissions and inconsistencies will result in a delay in your application being processed.

**Please return this completed form and the necessary supporting documentation
to the Admissions Office at St Peter's Catholic School,
Horseshoe Lane East, Guildford, Surrey, GU1 2TN
no later than 31st October 2016**