

**Clifton Diocese,  
Department for Schools and Colleges, Alexander House, 160 Pennywell Road, Bristol, BS5 0TX**

**CHRIST THE KING CATHOLIC PRIMARY SCHOOL,  
EARLS COURT ROAD, AMESBURY, SALISBURY, WILTSHIRE, SP4 7LX**

**ADMISSION POLICY – SEPTEMBER 2017 – AUGUST 2018**

1. Christ the King is a Catholic voluntary aided primary school which was established by the Church to serve the parish of Christ the King, Amesbury. The Governing Body, acting in accordance with the School Admissions Code and in consultation with Clifton Diocese and the Wiltshire Local Authority, is responsible for the admission of pupils.
2. The Admission Number for 2017-2018 for the Reception Year Group is 45. This is also the number of places available for all other year groups. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However, they are not required to attend school until the beginning of the term after their fifth birthday and so if such children are offered a place, admission may be deferred until the beginning of the Spring or Summer Term but not beyond the beginning of the final term of the school year for which the offer of a place was made. If parents wish a deferment they should indicate so when accepting the offer of a place.
3. Applications for a Foundation/Reception place at the school should be made to the child's home Local Authority (LA). For those living in Wiltshire, they should apply on Wiltshire Local Authority's common application form (online or on paper) and send it to the Schools Admissions Department. Please note, for the first round of allocations, applications must be submitted to the home LA by **23:59 hours on 15th January 2017**. In addition to the common application form, Christ The King's own supplementary form is also requested to be completed and should be sent directly to The Chair of Governors at [office@christtheking.wilts.sch.uk](mailto:office@christtheking.wilts.sch.uk) or the school postal address and by **15th January 2017** to be considered in the first round of allocations. In the event of oversubscription the Governing Body will apply its oversubscription criteria to the applicants and notify the Wiltshire Local Authority. On **17th April 2017** emails and/or letters to those who applied on-time informing parents/carers of the outcome of their application. Places at Christ the King Catholic Primary School are offered by the home Local Authority on behalf of the Governors.
4. A waiting list of unsuccessful Foundation/Reception Stage applicants still seeking a place will be maintained by the school and held by the Wiltshire Local Authority until 31 December 2017 and then discarded. If places become available before, then offers will be made in accordance with the oversubscription criteria in paragraph 5 below. A waiting list will also be maintained by the school and kept by the Wiltshire Local Authority until 31 December 2017 for applicants for admission to all year groups. Each child added to the list will be ranked again in line with the oversubscription criteria in paragraph 5 below.
5. In the event of over-subscription (i.e. more applications than available places) applications will be ranked in accordance with following criteria, given in order of priority:
  - 5.1 Catholic Children in Care (Catholic Looked After Children) and Catholic children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements or special guardianship order.
  - 5.2 Children who are baptised Catholic and who live in the parish of Christ the King, Amesbury. This includes children who are baptised Catholic and who live within the Garrison Areas within the parish boundaries.
  - 5.3 Children who are baptised Catholic who live outside the parish of Christ the King, Amesbury.
  - 5.4 Children in Care (Looked After Children) or children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements or special guardianship order.
  - 5.5 Children of Armed Forces personnel who live within the parish boundary of Christ the King, Amesbury. (This includes the Garrison Areas within the parish boundaries)
  - 5.6 Children of a Catholic parent who live within the parish of Christ the King, Amesbury. This includes the Garrison Areas within the parish boundaries.

- 5.7 Children who will have a brother or sister at the school at the time of their admission.  
To be considered as a brother or sister a child must be living at the same address for the majority of the time as a full, half, step or adoptive brother or sister. 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 (i.e. at least 50%) at the address considered to be the address of the child for whom the application is made. The brother or sister must be attending the school at the time of admission.

**A map showing the extent of the parish boundary of Christ the King Church can be seen either at the school office or from the Parish Priest.**

## 6. Tiebreakers.

***Within Criteria 5.1, 5.2, and 5.3 priority will be given, in order, to:***

6.1 Children of multiple births (twins, triplets etc) – the school's Admission Number may be breached *(only if the 45<sup>th</sup> place is offered to one of the multiple births i.e. to keep the children together)*

6.2 Children who will have a brother or sister at the school at the time of their admission

***Priority within other criteria will be given, in order, to***

6.3 Children of multiple births (twins, triplets etc) – the school's Admission Number may be breached *only if the 45<sup>th</sup> place is offered to one of the multiple births i.e. to keep the children together.)*

6.4 Children who will have a brother or sister at the school at the time of their admission

If two or more applications cannot be separated by applying the oversubscription criteria, the drawing of lots will be used to determine the order of ranking of applications. This will be supervised by someone independent of the school.

## 7. Late Applications

Applications submitted after the closing date of 15 January 2017 will be processed in accordance with the Coordinated Admissions Scheme of the child's home LA.

## 8. Casual (In-Year) Admissions

Christ the King Catholic Primary School is responsible for all casual admissions. All applicants applying for a school place must complete an application form and if applying on faith grounds are requested to also complete a supplementary form, both of which should be returned to the school. The applicant may or may not live in Wiltshire. All applications will be considered by the Admissions Committee and if there are more applicants than places available the oversubscription criteria listed in paragraph 5 above will be applied.

9. Information about the number of applications received and the number of places allocated within each category for 2016-2017 is available from the school office.

## 10. Appeals Procedure

Parents have the right to appeal against the refusal by the Governing Body to admit their child. They should put their appeal in writing to the Clerk to the Governors, **c/o Christ The King Catholic Primary School, Earls Court Road, Amesbury, SP4 7LX** (unless otherwise specified within the letter of refusal). Appeals will be arranged and conducted in accordance with the School Admission Appeals Code.

## 11. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan

There is a different procedure for the admission to school for children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHCP). It is administered by the Local Authority in whose area the family lives. They are also responsible for consulting parents and the Governing Body of Christ the King Catholic Primary School if a preference has been made for the school, before the school can be named in the Statement or EHCP. Once named in a Statement or EHCP, the child will be allocated a place at the school before the oversubscription criteria in paragraph 5 above is applied to all other applicants.

## 12. Reception Children

Where offered a place, children are entitled to a full-time place in the September following their fourth birthday. A parent /carer offered a place can start that their child on a part-time basis but not beyond the point at which the child reaches compulsory school age

Children born in the summer (1 April - 31 August) and whose parent/carer does not wish for them to start school until the term after their 5th birthday will have to make a separate in-year application for Year 1 for the following academic year. A Parent/carer of such children may also request that their child delays their admission into the Reception Year by a year. Such requests should be put in writing to the school, along with any supporting evidence. If the governors agree that joining a lower year group is in the best interests of the child, a common application form will have to be completed for admission to reception in the academic year 2017/2018 and the oversubscription criteria applied if appropriate.

### 13. Admission Outside of the Normal Age Group

All requests for admission outside of a child's chronological age group, must be put in writing, along with any supporting evidence, to the school for consideration by the governors. Applicants will be informed in writing and if refused offered the right of appeal unless offered a place in another year group.

### 14. Children in Care (Looked After Children)

A looked after child is a 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 functions (see the definition in section 22.1 of the Children Act 1989), at the time of application.

Previously Looked After Children:

- 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).

15. A Catholic is someone 'Baptised' or 'Received into Full Communion' by a Christian rite in full communion with the Holy See. Most commonly called 'Roman Catholic' in England and Wales but also includes certain Eastern Rites, Copts and the new 'Ordinariate of Our Lady of Walsingham', which are in union with the Holy See.

Where applicants wish to be considered on the basis that they, or that a child is a Baptised Catholic, the Governors require a copy of the child's or parent's Baptism or Holy Communion Certificate, as appropriate, or, if no certificate is available, a note from the parish priest, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided.

For the Reception Intake, this should be submitted to the school by 23.59 on 15th January 2017 to be considered in the first round of allocations. Supporting documentation should be submitted to the school office irrespective of the application method used (i.e. on paper or online). The Governors reserve the right to request sight of original documents/certificates.

### 16 .Multiple Births

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. In Key Stage One, this may be a permitted exception to Infant Class Limits.