

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

**ADMISSION POLICY – SEPTEMBER 2016 – AUGUST 2017**

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 Code of Practice and the Clifton Diocesan policy statement and in consultation with the Local Authority, is responsible for the admission of pupils.
2. The Admission Number (PAN) for 2016-2017 for all year groups is **38**. 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 in appropriate cases admission may be deferred until the beginning of the Spring or Summer Terms. If parents wish a deferment they should indicate so when accepting the offer of a place.
3. Applications for a foundation place at the school should be made on Wiltshire Local Authority's common admissions form and sent to Schools Admissions Department by **12 noon on 15<sup>th</sup> January 2016**. **Please note that in addition to the common application form, Christ The King's own supplementary form must also be completed and should be sent directly to the Governing Body c/o the Clerk to Governors at the school by 15<sup>th</sup> January 2016. This supplementary form is available from the school office.** In the event of oversubscription the Governing Body will apply its criteria to the applicants and notify the Local Authority. On **16<sup>th</sup> April 2016** letters offering a place at a school will be despatched by the Local Authority to the parents who submitted an application form by noon on **15<sup>th</sup> January 2016**. Places at Christ the King Catholic Primary School are offered by the Local Authority on behalf of the Governors.
4. A waiting list of unsuccessful Foundation Stage applicants will be held by the Local Authority until the end of December 2016 and then discarded. If places become available before, then offers will be made in accordance with the order of priority in paragraph 5 below. A waiting list will also be kept by the Local Authority until the end of December 2016 for applicants for admission to all year groups other than the Foundation Stage.
5. **In the event of over-subscription (i.e. more applications than available places) places will be offered in accordance with following order of priority:**
  - 5.1 Catholic Children in Care (Catholic Looked After Children) a Catholic "looked after child" or a Catholic child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A Catholic looked after child is a Catholic 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*).
  - 5.2 Children who are baptised Catholics and who live in the parish of Christ the King, Amesbury. This includes children who are baptised Catholics and who live within the Garrison Areas within the parish boundaries.
  - 5.3 Children who are baptised Catholics who live outside the parish of Christ the King and who do not have a Catholic primary school serving the parish in which they live.
  - 5.4 Children in Care (Looked After Children) a "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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*).
  - 5.5 Children of Armed forces personnel relocating to Salisbury Plain within the Garrison Areas within the parish boundaries.
  - 5.6 Children of a Catholic parent who live within the parish of Christ the King or within 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. Brother and sister are defined as children who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family.

5.8 Children of other Christian faiths who live within the parish of Christ the King, or within the Garrison Areas within the parish boundaries, whose parents are members of their church verified by their minister on Christ the King Primary School's supplementary form.

**6. Tiebreakers.**

**When applications within Criteria 5.1, 5.2, and 5.3 above exceed the number of places available priority will be given to:**

6.1 Children of multiple births (twins, triplets etc) – the school's admission number may be breached (only if the 30<sup>th</sup> place is offered to one of the multiple births i.e. to keep the children together)

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

**Priority in other criteria will be given to**

6.3 Children of multiple births (twins, triplets etc) – the school's admission number may be breached (this is only if the 30<sup>th</sup> place is offered to one of the multiple births.)

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

6.5 Children who live nearest to the school as measured by the Local Authority

6.6 Random allocation (drawing of lots by an independent person)

Distances supplied by the Local Authority will be used and these will measure the straight line distance using the Ordnance Survey easting and northings of the home and school address. Those with the least distance will be given priority. In the event of their being equal distances the priority will be decided by casting lots.

**7. Late Applications**

Governing Body, will be considered in accordance with the priorities in 5 above if Wiltshire LA as the co-ordinations body views the circumstances valid to consider the applications as though they were received on time. Other late applications will be deemed as casual and will be considered after all those which were received on time.

**8. Casual Admissions**

Christ the King Catholic Primary School is now responsible for all casual admissions. All applicants applying for a school place must complete a WC application form and 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 against the criteria listed in paragraph 5 above.

9. For September 2015 the Governors received applications which fell into the following categories in accordance with the 2014/2015 admissions policy

5.1		5.2	12	5.3	2	5.4	
5.5		5.6		5.7	6	5.8	36

**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** within 20 days of receiving the letter of refusal. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.

**11. Children with 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 in whose area the family lives. Central SEN Services is responsible for issuing the Statement. 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.

**12. Reception Children**

Children born in the summer and whose parents do not wish 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 unless there is a professional agreement that joining a lower year group is in the best interests of the child in which case a common application form will have to be completed for admission to reception in the academic year 2017/2018.

**All applications for a place should be addressed to:**

The School Admissions Team, County Hall, Bythesea Road, Trowbridge, Wiltshire, BN14 8JN

