



**Newman Catholic Academy Trust  
Springhill Catholic Primary School  
Admissions Policy 2022-23**

Springhill Catholic Primary School is an Academy Trust in the Diocese of Portsmouth. The Academy Trust is the Admission Authority and is responsible for determining the school's Admission Policy which is reviewed annually. This policy has been reviewed in accordance with the Schools Admissions Code (December 2014). All applications for reception class entry in the normal admissions round are coordinated by Southampton City Council.

Springhill Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

This policy will be used during 2022-23 for allocating places in September 2022 and will apply to all admissions from 1 September 2022.

The Directors will admit to the school the published admission number (PAN) of 90 children to be arranged in classes of 30 children per class.

ALL applications are considered equally against our oversubscription criteria, irrespective of the order of preference expressed on the Common Application Form available online.

**Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Original consultation December 2019 - January 2020

Determined February 2020

Reviewed February 2021

### **Oversubscription Criteria**

Should the school be oversubscribed, the Directors will consider applications in the following order of priority:

1. Baptised Catholic looked after children or baptised Catholic previously looked after children (children in or previously in Local Authority care)
2. Baptised Catholic children with a sibling on roll at time of admission
3. Baptised Catholic children **resident** in the Southampton parishes of St. Boniface, St. Joseph/St Edmund and the Immaculate Conception
4. Other looked after or previously looked after children (children in, or previously in, Local Authority care)
5. Children of staff at the school
6. Other children with a sibling on roll at the time of admission
7. Other baptised Catholic children
8. Baptised or dedicated children of other Christian denominations whose membership is evidenced by a minister of religion
9. Unbaptised children of baptised Catholic parent(s)
10. All other children who are not covered by the above categories

**Please see pages 5 & 6 for full list of definitions**

### **Tie Break**

Should there be more applicants than places available in any of the above categories then priority will be given to children who live nearest our school. Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using Southampton City Council's GIS, with those living closer to the school receiving the higher priority. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Supplementary Information Form (SIF)**

The supplementary form is used to collect the information required to enable us to allocate places if the school is oversubscribed. **Please provide the requested information and documentation to support the supplementary form.**

Criteria 1-3 & 7 Copy of child's Catholic baptismal certificate or statement from the Parish in which the reception took place that the child has been received into the Catholic Church.

Criteria 8 Copy of child's Christian Baptismal or dedication certificate, and, for churches that are not members of Churches Together in England or CYTÛN, a supporting letter from the Church. See 'Other Christian Faiths' below.

Criteria 9 Copy of parent's Catholic baptismal certificate

Original consultation December 2019 - January 2020

Determined February 2020

Reviewed February 2021

Any supporting information provided must be legible and it is important that we are able to identify and verify the church/parish. **Failure to provide the information required in the SIF, the relevant supporting information, as listed above, and any additional information to verify the church/parish, will result in your child being unable to be considered in categories 1-3 or 5-9 and it is likely that your application considered under criterion 10, and this is likely to affect your child's chance of being offered a place.**

All information provided must be verifiable and we reserve the right to contact the Church or Diocese in order to verify the information provided or to request you provide an official translation.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You should also complete the Supplementary Information Form attached to this policy if you wish for your application to be considered under oversubscription criteria 1-9. The Supplementary Information Form along with the requested supporting documentation outlined below should be returned to the school office by 28th February 2022 at the latest (please note that this is later than the closing date for the Common Application Form which must be submitted by 15<sup>th</sup> January 2022).

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child's application will not be able to be considered in categories 1-3 or 5-9 and will most likely be considered in category 10. This is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is **15th January 2022**.

### **Late Applications**

Applications that are received after the deadline will not be considered until all on-time applications have been processed.

### **In Year Applications**

An application can be made for a place for a child at any time outside of the admission round and the child will be admitted where there are available places.

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 below).

Applications that arrive during the school year will be responded to promptly and in accordance with the criteria. We will notify the Local Authority of both the application and its outcome.

### **Waiting List**

In addition to their right of appeal, parents of children who are unsuccessful will be offered the opportunity to have their children's names placed on a waiting list. The waiting list will be maintained in order of the

Original consultation December 2019 - January 2020

Determined February 2020

Reviewed February 2021

oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Parents who wish their child to be included on the waiting list for any particular year group that is over subscribed must inform the school in writing. Every time a child is added the list will be ranked again in line with the published oversubscription criteria and with reference to the Fair Access Protocol. Any places that become available will be allocated in accordance with the admissions criteria (and not according to the date the application was received). Parents will be contacted annually to ascertain if they still want the child's name to remain on the list. If no response is received, the child will be removed from the waiting list.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the school office at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

If granted approval for admission outside of the child's normal age range, the school will notify the parent and the local authority. The parent will then need to apply for an out of normal age group admission for a Reception Year place in the following year as part of that year's application process (ie by the following January), and that application will be considered in line with the admission policy for that year alongside all other on-time applications.

#### **Please note:**

Parents should be aware that if they are allowed to apply for a place outside their child's normal age group, this is not a guarantee of a place at their preferred school. Their application will be considered along with the other applications made for children in the correct age group for that year and places will be offered strictly according to the admission criteria for the school. If the school to which the parent has applied is unable to offer a place to a child outside their normal age group, neither the Local Authority, or any other admission authority, are under any obligation to honour the agreement made by another admission authority to admit a child to a year group outside the normal age group. This means that if a parent is unsuccessful in an application outside their child's normal age group, their child could be placed straight into a Year 1 class (their correct age group) at another school resulting in the child missing up to a year of education.

Original consultation December 2019 - January 2020

Determined February 2020

Reviewed February 2021

## **Definitions**

***Looked after or previously looked after children (children in, or previously in, Local Authority care):*** 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 them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

***Catholic:*** '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.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required and the child must have been baptised prior to the closing date for applications (15th January 2022). Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

***Resident in the Southampton parishes of St. Boniface, St. Joseph/St Edmund and the Immaculate Conception:*** refers to the parish in which the child's 'home address' falls. This may differ from the parish in which you **worship**. Maps that outline the parish boundaries are available from your parish or the school office, and a list of the parish boundaries is also available on the school website. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

***Children of staff at the school:*** where the member of staff is employed by the Directors of the school and has been employed at the school for two or more years at the time at which the application for admission to the school is made, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

***Other Christian faith traditions:*** 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.

All members of Churches Together in England (as listed at [www.cte.org.uk](http://www.cte.org.uk)) and of CYTUN (as listed at [www.cytun.org.uk](http://www.cytun.org.uk)) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Where a church is not a member of 'Churches Together in England' or CYTUN, a letter from the church confirming that the Church fulfils the above definition will be required.

For a child to be considered as baptised or dedicated for the purposes of admission, the baptism or dedication must have taken place on or before the closing date for applications (15 January 2022).

Original consultation December 2019 - January 2020

Determined February 2020

Reviewed February 2021

**Sibling:** refers to brother or sister including:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

**Parent:** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Right of Appeal**

Any parent or guardian who has been refused a school place for their child has the right to appeal to an independent appeal panel.

The school follows the Southampton City council appeals process and timetable, further information on which can be obtained from the school office or Southampton City Council website (<https://www.southampton.gov.uk/schools-learning/find-school/apply-school/offered-place/appeals.aspx>).

### **Allocation of places in infant classes**

Infant classes (those where the majority of children will reach the age of 5,6 or 7 during the school year) **must not** contain more than 30 pupils with a single teacher. However, in the following exceptional circumstances additional children can be admitted to infant classes:

- children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In all the above circumstances the children remain excepted pupils for the time they remain in an infant class or until numbers in the class fall back to 30.

Original consultation December 2019 - January 2020

Determined February 2020

Reviewed February 2021

**Springhill Catholic Primary School**  
**SUPPLEMENTARY INFORMATION FORM: 2022/23**



This form is used to collect the information required to enable us to allocate places *if the school is oversubscribed*, according to the criteria listed on our Admission Policy 2022/23. It should be returned to the school with any supporting documentation (please see below), by the closing date, when applying for a school place in Year R September 2022. Completion of this form is not obligatory but failure to do so means that your application can only be considered on the basis of the information provided on the local authority Common Application Form or In Year application form which **must** be completed.

Child's surname: \_\_\_\_\_

Male/Female

Child's first names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode : \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Please tick one box relevant to your application. This information enables us to operate our admissions policy

		✓
1.	Baptised Catholic looked after children or baptised Catholic previously looked after children (children in or previously in Local Authority care)	
2.	Baptised Catholic children with a sibling on roll at the time of admission* <b>Sibling Class</b> _____	
3.	Baptised Catholic children resident in the Southampton parishes of St. Boniface, St. Joseph/St Edmund and the Immaculate Conception*	
4.	Other looked after or previously looked after children (children in, or previously in, Local Authority care)	
5.	Children of staff at the school	
6.	Other children with a sibling on roll at the time of admission <b>Sibling Class</b> _____	
7.	Other baptised Catholic children*	
8.	Baptised or dedicated children of other Christian faiths*	
9.	Unbaptised children of baptised Catholic parent(s)*	
10.	All other children who are not covered by the above categories	

\*The date of Baptism, Dedication or reception into the Church must be prior to the closing date of 15<sup>th</sup> January 2022

**Documentation Required in Support of your application**

Criteria 1-3 & 7	Copy of child's Catholic baptismal certificate or statement from the Parish in which the reception took place that the child has been received into the Catholic Church.	Attached Yes/No
Criteria 8	Copy of child's Christian baptismal or dedication certificate	Attached Yes/No
Criteria 9	Copy of parent's Catholic baptismal certificate	Attached Yes/No

Please provide the requested information and/or documentation to support the supplementary form. If this information is not provided by the deadline specified in the Admission Policy 2022/23 your child's application will not be able to be considered in categories 1-3 or 5-9 and will most likely be considered in category 10.

Name of Parent/Guardian \_\_\_\_\_ Relationship to child \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Original consultation December 2019 - January 2020

Determined February 2020

Reviewed February 2021

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. Springhill Catholic Primary School is part of the Newman Catholic Academy Trust. The Trust is the Data Controller.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The Data Protection Officer is responsible for data protection within our organisation. You may contact the DPO via the school office should you have any questions regarding the handling of the data.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. If you are placed on the school waiting list, we will write to you before the end of the 12 month period, and annually thereafter, requesting your consent for your child to remain on the waiting list and for their data to continue to be stored. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the Headteacher. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).