



St. Katherine's
School

DRAFT ADMISSION ARRANGEMENTS 2024-25 for 11 - 16 provision

St Katherine's School is an academy and part of Cathedral Schools Trust (CST) who is the admission authority.

Year 7 Admission

St Katherine's has a published admission number (PAN) of 180 pupils for entry into Year 7. The school will accordingly admit at least 180 each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

Applications for places at St Katherine's will be made on the common application form (CAF) in accordance with the local authority's co-ordinated admission scheme. North Somerset residents seeking school places should apply on a North Somerset application form. Residents outside North Somerset seeking places at North Somerset schools should apply for places on their home local authority's application form.

For North Somerset children the application form is available for submission using the online system on the North Somerset Council website or in a paper form. For information see; [North Somerset Admissions website](#).

Children with an Education, Health and Care Plan (EHCP).

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. The places are reserved and the PAN will be reduced accordingly. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form.

Consideration of Applications

Priority will then be given to those children who meet the criteria set out below, in order;

1. Looked after children and previously looked after children

Highest priority will be given to looked after children (children in care) or children who were previously looked after (previously in care) at the time the application is submitted and will be allocated places in this category.

A 'looked after child' is one 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted."

Applications in this category must be supported by documentary evidence confirming the child's status. A signed letter from the child's current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted must be provided together with a copy of the adoption order with your application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

2. Children with a sibling attending the school, including the 6th Form, at the time of admission living within the First Geographical Area.

3. Children living within the First Geographical Area.

4. Children with a sibling attending the school, including the 6th Form, at the time of admission living outside the First Geographical Area.

5. Children of staff

Next, priority will be given to children of staff who are employed by Cathedral Schools Trust (CST) where their main place of work is St Katherine's School. This will include all teaching and non-teaching staff who;

- a. have been employed at the School for at least two consecutive years at the time at which the application for admission is made; and/or
- b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

Notes;

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.
- Children of staff include their natural or adopted children, children placed with the staff member on a long term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who lives with them. In all cases, the child must live at the same permanent address as the staff member.
- A staff member is an employee of CST with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by CST in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) by 31st October 2024 Mrs Kilgallon, St Katherine's School, Ham Green, Pill, BS20 0HU. Email: kilgallond@skdrive.org

Please note that the parent applying on the CAF to the home local authority should also be the member of staff named in the supplementary information form.

6. Other children living outside the First Geographical Area.

Tiebreak

Other than for category 5 above, within each criterion, priority will be given to children living closest to the school measured in a direct line.

St Katherine's School's First Geographical Area can be accessed [here](#).

A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.

Siblings

A sibling is defined as a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them **permanently** at the same address. 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 at the address the admission authority considers to be the address of the child for whom the application is made.

For the avoidance of doubt this does not include cousins, other family members or friends. The Trust may require proof of relationship and/or proof of residence. **A sibling must be attending (or is expected by the admissions authority to be attending) the school, including the 6th Form, on the date of admission, or year of entry.**

Twins/Triplets

Children who are multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, will be admitted over PAN.

Who can apply

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country

Applicant's Home address

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time as at the closing date and time. This would normally be the same address as a person who has parental responsibility for the child and is their main carer.

An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted.

Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application to be the child's home.

More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address. If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn.

If parents are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used. In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.

If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.

Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at Closing Date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used*, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

*If necessary this would be determined by North Somerset Council.

Distances

A direct line distance is where distances are measured in a straight line between the address point of the child's home and the main entrance marker for the school, indicated on North Somerset Council computerised system(s). Unless stated otherwise, where the direct line distances are equal, the ranking of applications will be determined by random allocation.

If it is not possible to measure a distance on the North Somerset Council computerised system(s), North Somerset Council will use alternative methods.

Late Applications

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In

very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 15 November 2023, the date the authority exchanges application details with other admission authorities as part of the coordinated admission process.

Admission of children outside normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should complete the [Form to request an out of normal year group admission](#) with the reasons for that request.

Completed forms should be sent to Mrs Kilgallon, St Katherine's School, Ham Green, Pill, BS20 0HU. Email: kilgallond@skdrive.org

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head Teacher will then decide whether such an out-of-year group place will be agreed or refused. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

Fair access

St Katherine's will participate in North Somerset Council's Fair Access Protocol. Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing to a protocol, the local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The Fair Access Protocol is available at www.n-somerset.gov.uk/fair-access-protocol

UK Service Personnel and Crown Servants

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

Admission to other years

Parents/carers seeking admission for any year group, other than for the normal point of entry may make an application using the online application form available on the school website; <http://www.stkaths.org.uk/about-us/admissions/>

The following applications will be treated as in-year admissions during 2024-25:

- applications for admission to Year 7 which are received after 1 September 2024
- all other applications for admission to 8 to 11.

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2024 can be made from 1 June 2024.

The admission authority will consider all such applications and if the year group applied for has a place available, a place will be offered. Parents/carers will be notified in writing within 10 school days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused.

Waiting Lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate for each year group. If parents would like their child's name to be added to the waiting list they must request it, as no child is added automatically.

The waiting list will be maintained on a two term basis. If applicants wish to remain on the waiting list they must request this for the start of terms 1, 3 or 5. Any applicants that have not requested to be kept on the waiting list will not be considered for any vacancies that may arise. Term dates can be found on the school website; <http://www.stkaths.org.uk/parentscarers/term-dates-our-school-day/>

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

Appeals

Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should submit an appeal form with their written reasons within the timescale set out in their refusal letter confirming the admission authority's decision not to offer a place.

Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

For more information contact kilgallond@skdrive.org

Registered Address

Head of School: Mr J Humphreys

St. Katherine's School

Ham Green

Pill

BS20 0HU

Tel No: 01275 373737

Email: school@skdrive.org

Website: www.st-katherines.n-somerset.sch.uk