CATHOLIC PRIMARY SCHOOLS IN THE CITY OF PORTSMOUTH

ADMISSION POLICY 2027-28

Corpus Christi Catholic Primary School
St John's Cathedral Catholic Primary School
St Paul's Catholic Primary School
St Swithun's Catholic Primary School

St John's Cathedral, St Paul's and St Swithun's are voluntary aided schools in the trusteeship of the Diocese of Portsmouth. Corpus Christi Catholic Primary School is part of the Edith Stein Catholic Academy Trust. They were 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 schools are conducted by their governing boards as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As Catholic schools, 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.

The governing boards are the admissions authorities and have responsibility for admissions to these schools. The local authority undertakes the co-ordination of admission arrangements during the normal admission round.

The Governing Body of each school has set its admission number for pupils entering the Reception year group in the school year which begins in September 2027 as follows:

Corpus Christi	45
St John's	30
St Paul's	30
St Swithun's	45

The governing boards will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

Oversubscription Criteria

Where there are more applications for places than the number of places available at any one of the schools, places will be offered according to the following order of priority:

1. Catholic looked after children – these are defined as Looked after Children[2a] and all previously looked after children, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[2b]. Previously looked after children who were looked after but ceased to be so because they were adopted[2c] or became subject to a child arrangements order[2d] or special guardianship order[2e]. (see notes 2 and 3)
2. Catholic children. (see note 3)
3. Other Looked After Children – these are defined as Looked after Children[2a] and all previously looked after children, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[2b]. Previously looked after children who were looked after but ceased to be so because they were adopted[2c] or became subject to a child arrangements order[2d] or special guardianship order[2e]. (see note 2)
4. Siblings of children at the school at the intended time of entry.
5. Members of an Eastern Christian Church. (see note 4)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
8. Any other children.

Pupils with a statutory education, health and care plan

The Admissions code states "all children whose Education Health and Care (EHC) plan names the school must be admitted". These children will have priority for admission over and above all other admission applications and will be included in the admissions allocation process

Within each of the categories listed above, the following provision will be applied.

a) Sibling link

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

b) Distance measurement

Where it is necessary to prioritise applications, the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured using the council's Geographical Information System (GIS) department. The Local Land and Property Gazetteer (LLPG) unique property reference coordinates will be used to represent the school, whilst home co- ordinates will be primarily derived from the LLPG, with Ordnance Survey's ADDRESS- POINT® product used as support. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances, the prioritisation will be done via random allocation.

Shared residency arrangements- the child's admissions address will be based on the address agreed by parents but in the event of a dispute regarding the admission's address, it will be based on the address at which child benefit is paid. In the absence of child benefit being paid other evidence supplied will be used to determine the child's allocation address. The LA will have the final decision. However, parents will also need to agree the preference schools.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 2a – A "looked after child" is a child who is in a) the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

   2b – A child is regarded as being in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

   2c – This includes children who were adopted under the Adoption Act 1976 (Section 12 Adoption orders) and children adopted under the Adoption and Children Act 2002(Section 46 adoption orders).

   2d – Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Children's and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22/4/14 is deemed to be a child arrangements order.

   2e – Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian/s.
3. "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 the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. 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.

4. "Eastern Christian Church" includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 and CYTÛN 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.

6. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

7. Siblings (brother or sister) includes:
   (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.

Application Procedures and Timetable

(i) **Common Application Form (CAF)**

All applicants must complete Portsmouth Local Authority's CAF. Online submission of the CAF is encouraged. The CAF is available from: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA, the school office or online at: www.admissions.portsmouth.gov.uk

(ii) **Supplementary Information Form (SIF)**

In addition to the CAF parents/carers are asked to complete the SIF. The SIF is available from: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA, the school office or its website or online at: www.admissions.portsmouth.gov.uk

The additional information on the SIF assists the governors in ranking the applications in priority order against the oversubscription policy set above. If no SIF or baptismal certificate is submitted, governors can only rank the application on the basis of the information contained on the CAF. The submission of a SIF without a CAF cannot be considered as a valid application.

The SIF should be returned with the supporting evidence as required (refer to the section about evidence required below).

All applications to each individual school are considered equally against the policy for that particular school, irrespective of the order of preference expressed on the CAF. The ranking of preferences given on the CAF will only be taken into account by the LA when more than one school can offer a place.

(iii) Closing date

The closing date for applications for Year R for September 2027, is 15th January 2027. The CAF and the SIF (where applicable) with the supporting evidence must be submitted by this date.

The CAF, SIF and supporting evidence must be submitted online or sent to: Admissions Service, Civic Offices, Guildhall Square, Portsmouth PO1 2EA or email: admissions@portsmouthcc.gov.uk

You will be advised of the outcome of your application on 16th April 2027, 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.

To lodge an appeal, contact admissions@portsmouthcc.gov.uk for further information.

Late Applications

Late applications will be administered in accordance Portsmouth Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

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

All reception children are usually admitted at the start of the autumn term in the year in which they will be five. Parents have the right to defer entry until the beginning of the school term after their child's 5th birthday, or request that their child attends on a part-time basis until the child reaches compulsory school age. However, parents cannot defer entry until September 2027, which is a new school year. If parents of a summer born child wish to defer the whole year, they should apply for September 2027 and make a request to the local authority for a deferred entry to Year R September 2028 who will co-ordinate the request with the preferred schools. If the deferral is agreed, a new application for entry for the following year must be submitted.
It is for the admissions authority to make the decision on the basis of the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 July 2027 unless applicants request in writing to the Admissions Service to remain on the list.

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the Local Authority and a completed CAF must be submitted. Parents are also advised to complete a SIF if applicable, to ensure governors have all the additional information necessary to assist them in applying the oversubscription criteria where necessary

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 above).

You will be advised of the outcome of your application in writing within 15 days, and you have the right of appeal to an independent appeal panel.

In certain circumstances, certain children can be admitted even if the year group is full. These include the following:

- Children of UK service personnel. The governing body may admit up to a maximum of two children of UK personnel subject to proof of posting and relocation date or children of crown servants returning from overseas to live in that area, providing they are at the top of the waiting list. The governing body will process all applications from families that do not have an intended address, or are living outside the area of the school. The decision made will be based on all the circumstances relating to the family and child and the impact on the school including the provision of efficient education and the efficient use of resources (as described in the guidance of Portsmouth City Council about in-year applications).
- Children with a Statutory Education, Health and Care Plan for special educational need naming the school.

Further information about mid-year admissions can be viewed on the council website www.portsmouth.gov.uk/schooladmissions or copies can be obtained from the Admissions Service 023 9268 8008.

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 the locally agreed protocol. Accordingly, outside the normal admission round the governing board is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The governing board has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery (St John's, St Pauls and St Swithun's)

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Corpus Christi, St John's Cathedral, St Paul's and St Swithun's Catholic Primary Schools

SUPPLEMENTARY INFORMATION FORM 2027-28

If you are expressing a preference for a place for your child at Corpus Christi, St John's, St Paul's or St Swithun's Catholic Primary School in the Portsmouth local authority area **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be sent to admissions@portsmouthcc.gov.uk by the closing date, 15th January 2027.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

_____

_____

Parent/Carer Details

Parent/Carer Name: _____

Please read the Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	**Tick Box**	**Evidence [insert details in accordance with the Notes below]**
1. Catholic *(see note 1)*	☐	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
2. Member of an Eastern Christian Church *(see note 2)*	☐	A certificate of baptism or reception into the Eastern Christian Church.
3. Member of other Christian denomination *(see note 3)*	☐	Letter confirming membership of a Christian denomination. *(see note 3)*
4. Member of other faith *(see note 3)*	☐	Letter confirming membership of another faith. *(see note 3)*

Catholic Parish in which your child lives:

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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 school.

Signed……..... Date……

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

2. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

3. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- A certificate of baptism or reception into the Eastern Christian Church (where applicable)
- Letter confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?

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.

- We are:
  - Corpus Christi Catholic Primary School, Gladys Ave, Portsmouth PO2 9AX
  - St John's Cathedral Catholic Primary School, Cottage View, Portsmouth PO1 1PX
  - St Paul's Catholic Primary School, Bourne Road, Portsmouth PO6 4JD
  - St Swithun's Catholic Primary School, Taswell Road, Southsea, PO5 2RG

- 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.
- The person responsible for data protection within our organisation and the way of contacting them with questions relating to our handling of the data:
  - Corpus Christi – Mrs L Penney admin@corpuschristi.portsmouth.sch.uk
  - St John's – Mrs L Park, admin@stjohns.portsmouth.sch.uk
  - St Paul's – Mrs Birbeck, admin@st-pauls.portsmouth.sch.uk
  - St Swithun's – Ms S Bond, correspondence@sscps.co.uk

- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- 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).
- 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.
- 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).
- 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.
- 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. 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.

- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- 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 following the complaints procedure on the schools' websites. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: www.ico.org.uk