SACRED HEART CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY AND ARRANGEMENTS 2018/19

Sacred Heart is a Catholic Primary School in the trustee of the Diocese of Lancaster. It is maintained by Lancashire Local Authority as a voluntary aided primary school.

The Governing Body is the admissions authority and is responsible for taking decisions on applications for admission. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing each September the number of children to be admitted will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place her to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must apply online via the website www.lancashire.gov.uk/schools then search on the A-Z for 'school admissions'. Once on the site, families can access the admissions information. The primary closing date is 15th January 2018.

If you wish to have your admission request considered against this school's faith/denomination criteria then you should **ALSO** complete the Supplementary Information Form (SIF) available at the bottom of this policy. If the school is oversubscribed, failure to complete the SIF may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism. **The Supplementary Information form should be returned to the school by** the closing date. All preferences

listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who live in the parishes of Sacred Heart and St Walburge's with a sibling in the school at the time of expected admission. (a certificate of Baptism will be required to be presented)
3. Baptised Catholic children who have a sibling in the school at the time of admission. (a certificate of Baptism will be required to be presented)
4. Other baptised Catholic children who live in the parishes of Sacred Heart and St Walburge's. (a certificate of Baptism will be required to be presented)
5. Other baptised Catholic children. (a certificate of Baptism will be required to be presented)
6. Other children who have a sibling in the school at the time of admission.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
9. Other children.

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Notes

a. All applications will be considered at the same time and after the closing date for admissions which is 15th January 2018. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.

b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

c. For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth,

date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

e. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. This waiting list will operate for the full autumn term.

g. It sometimes happens that a child needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Termly protocol will apply to any child who applies in-year to join Sacred Heart School.

h. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

j. It is the duty of governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

k. If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

SACRED HEART CATHOLIC PRIMARY SCHOOL
(Supplementary Information Form) 2018/19
CHILD'S PERSONAL INFORMATION

SURNAME		**FORENAME**	
MIDDLE NAME(S)		**CHOSEN NAME**	
GENDER	MALE / FEMALE	**DATE OF BIRTH**	/ /
HOME ADDRESS			
HOME PHONE			

OTHER INFORMATION

Is the child baptised Catholic?			
Child's Church of Baptism		Date of Baptism	/ / Please enclose a copy of Baptismal Certificate
Has the Child a brother/sister, half brother/sister, step brother/sister, foster and / or adopted children living in the same family at the same address currently at Sacred Heart?			

THIS INFORMATION WAS PROVIDED BY: _____

(Please Print)

RELATIONSHIP TO THE CHILD: _____

PLEASE RETURN TO SCHOOL