

(DETERMINED 12/015)



## **CHRIST THE KING R.C. PRIMARY SCHOOL** **ADMISSION POLICY FOR 2018/19**

Christ the King is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2018, the Governing Body has set its planned admissions number at 30.

*'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body 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 Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'*

### **Supplementary Form**

Applications for a place in reception at September 2018 must be made through the Lancashire County Council Online Admissions system ([www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)) by **15<sup>th</sup> January 2018** at the latest.

Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form and **return it to school at the same time**. The offer date for the 2018/2019 school year will be **16 April 2018**.

### **Admission Criteria**

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic Looked After Children and Previously Looked After Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and whose principal, private residence is in the parish of Christ the King.
3. Other baptised Roman Catholic children whose principal, private residence is in the parish of Christ the King.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and whose principal, private residence is in another parish.

5. Other baptised Roman Catholic children whose principal, private residence is in another parish.
6. Other children who are Looked After Children and Previously Looked After Children.
7. Exceptional Needs.
8. Other children who will have a brother or sister attending the school at the time of admission.
9. Other children.

## **NOTES**

a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, Headteacher and three other members of the governing body.

b) In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet; which gives details of the LA coordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.

c) Parents must complete a common application form and express preferences for primary school admission. The closing date for all applicants is that announced by Lancashire Authority. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.

d) Parents will be informed of the governors' decision by the Local Authority. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

e) Each Roman Catholic applicant will be required to produce a baptismal certificate.

f) Parents should check carefully whether their principal, private residence is within the parish boundaries of Christ the King. If you are unsure please contact Father Kealey at Christ the King Church.

g) All applicants whose principal, private residence is in the parish of Christ the King will be required to provide proof of address, e.g, by supplying an original, up-to-date, utility bill or family credit book.

h) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.

i) Exceptional Needs

Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required.

This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.

j) Special Needs

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

k) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by a straight line from the centre of the house to the centre of the school. This will be digitally measured using the LA system (where it operates) with those living closer to the school receiving the higher priority. In the case of an equal distance measurement a random draw will be held.

l) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

m) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.

n) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.

o) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

p) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

q) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors. The outcome of the appeal is binding on the parents and on the governing body.

r) Twins/Triplets etc

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be

advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

s) Usually, children at Christ the King are admitted in the September following their 4th birthday, over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. **The offer of a place can only be made by the Local Authority.**

If you wish to visit the school before stating your preferences, please contact us.

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. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Appeals**

Parents of pupils who have not been allocated a place have recourse to an appeal procedure. Appeals should be addressed to:

The Secretary  
Appeals Panel  
Roman Catholic Schools  
C/o Christ the King R.C. Primary School  
Calderbrook Avenue  
Burnley  
Lancashire  
BB11 4RB

*Please print this form and take or post the completed copy to the school you are applying for  
(see notes overleaf)*

**SUPPLEMENTARY INFORMATION FORM (SIF): STANDARD [ONLINE] VERSION**

**CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE**

**Admission to Primary School – September 2018**

*Please complete and submit this form by Monday 15 January 2018*

**SCHOOL APPLIED FOR:**

Name of school: \_\_\_\_\_  
Address of school: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION:**

Name of parent(s)/guardian(s): \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**CHILD INFORMATION:**

Name of child: \_\_\_\_\_  
Address of child: \_\_\_\_\_  
(if different from above)  
\_\_\_\_\_

Is the child a baptised Catholic?    Yes                          No   

If 'yes', give the parish and date of baptism:

\_\_\_\_\_

**\*\*\* Please attach a copy of the baptismal certificate with this form**                       Yes

In which parish does the child currently live (*see note 2 – overleaf*):

\_\_\_\_\_

If the child is not baptised Catholic please state to which denomination or faith the child belongs (*see note 3 – overleaf*):

\_\_\_\_\_

**STATEMENT FORM**

**(TO BE COMPLETED BY MINISTER OF RELIGION/FAITH  
LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)**

Minister/Leader (Print name): \_\_\_\_\_

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

Position held: \_\_\_\_\_

Signed and dated: \_\_\_\_\_

## **NOTES FOR INFORMATION:**

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

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

### **2. Evidence of Baptism – Catholic**

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate or the completion of the statement form overleaf will normally be required to confirm your child is a baptised Catholic. It is always helpful to attach a copy of your child's baptismal certificate.

### **3. Evidence of Faith Group membership**

- (a) If you are applying for a Catholic primary school and want your child to be considered under the relevant criterion as an 'other than Catholic' Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate if available or confirmation in writing by completing the statement form overleaf to show that your child is a member of a faith community is required. The form should be completed by the appropriate Minister of Religion.
- (b) If you belong to a faith other than Christian, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement form overleaf that your child is a member of their faith group.

**PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ANY CATHOLIC PRIMARY SCHOOL WHICH IS ONE OF YOUR PREFERRED OPTIONS (ONE FORM TO EACH CATHOLIC SCHOOL WHICH IS A PREFERENCE). THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM.**