

## ST PATRICK'S RC PRIMARY SCHOOL

### DETERMINED ADMISSION POLICY AND ARRANGEMENTS 2018/2019

St Patrick's is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Lancashire County Council and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2018, the Governing Body has determined that the number of children to be admitted to Reception class 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 here 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 complete a Local Authority Preference Form online via the website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

Full versions of the prospectuses and application form are viewable and downloadable via both the on line application and the Lancashire County Council website. Paper copies of the application form are not routinely available.

If you wish to have your application considered against that school's religious criteria then you must **ALSO** complete the Supplementary Form which is available online at the above website address. This form should be returned to school with the requested documents.

Parents will be informed of the governors' decision by Lancashire Local Authority. An offer of a place does not guarantee a place for siblings in subsequent years.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission and are resident in the parish of Our Lady & St Patrick.
3. Baptised Catholic children resident in the parish of Our Lady and St Patrick.
4. Other baptised Catholic children who will have a sibling attending the school at the time of admission and are resident in another parish.
5. Other baptised Catholic children who are resident in another parish.
6. Children of staff employed at St Patrick's may be conferred priority where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill a vacant post where there is a demonstrable skills shortage.
7. Children with an exceptional social, medical or educational need which can be best met, or only met at this school.
8. Other children with a sibling attending school at the time of admission.
9. Other children

\*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admission timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school, using the method used by the Local Authority - The distance between the Ordinance Survey address points will be a straight line measure (radial) centre of building to centre of building.

In the event of distances being the same for 2 or more applicants, the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### **Notes for Applicants:**

- a. All applications will be considered at the same time and after the closing date for admissions which is stated in the online admissions form on the Local Authority website. 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. Parents must complete the common application form (CAF).
- 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. (Identical to current St Patrick's Policy)

- c. **Supplementary Form**

Parents who wish their application to this Catholic school to be considered against the faith priority criteria should also complete the supplementary form. If the school is over-subscribed failure to complete the supplementary form may result in your application for a place in this school being considered against a 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.

For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

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 [appropriate diocesan authority] 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 authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- 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. The list will be kept for the full autumn term.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Body, parents may 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 all parties.
- 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 for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> 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. **Deferred admission and part-time provision**

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.

### **Admission of children outside their normal age range**

Parents may seek a place for their child 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\* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The Governing Body will take decisions on any such requests on 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; 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.

When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will clearly state the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Body **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

*\*The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.
- m. A pupil with a statement of Special Educational Needs or an Education, Health Care Plan which names the school must be admitted whether Catholic or not.
- n. Parents should check carefully whether they are resident within the parish boundaries of Our Lady and St Patrick's. A map illustrating the parish boundary is available via the school office.
- o. All applicants will be required to provide proof of the child's residency, via one of the following; a copy of a tax credit award notice, a recent bank/building society statement showing child benefit being paid into that account, child's medical card.

*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 St Patrick's RC Primary School – September 2018**

*Please complete and submit this form by Sunday 14 January 2018*

**SCHOOL APPLIED FOR:**

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

**APPLICANT INFORMATION:**

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

**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 and take the original into school for it to be verified.**  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):

**Details of any siblings currently attending St Patrick's:**

Name \_\_\_\_\_ DOB \_\_\_\_\_

.....

**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.**

PAT/NDH - September 2016