

**HOLY SAVIOUR ROMAN CATHOLIC PRIMARY SCHOOL (13/004)
NELSON, LANCASHIRE**

DETERMINED ADMISSION POLICY 2018/2019

Holy Saviour is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing 2018/2019, the Governing Body's planned admission number is 30.

Applications for a place in Reception at September 2018 should be made on-line at www.lancashire.gov.uk/schools and searched under School Admissions by 15 January 2018. Alternately a paper application can be requested from the Lancashire Local Authority Area Education Office and returned to the Local Authority by the same date.

All preferences listed on the Local Authority preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications than the school has places available.

Parents who wish to seek priority under any criterion that requires additional evidence should also complete either the school's Supplementary Information Form (SIF), or the Lancashire County Council on-line Supplementary Information Form (SIF), and return it at the same time.

As required by law all children with an Educational Health Care Plan actually naming Holy Saviour RC Primary will be admitted before the application of the oversubscription criteria.*

All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2018.

1. Looked After Children and previously Looked After Children.

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 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.

2. Baptised Roman Catholic children with proven and exceptional medical and social needs where admission to the school might best help satisfy those needs, provided that appropriate written evidence from a suitably qualified professional (eg doctor or social worker) is submitted with the application.

3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the former parish boundaries of Holy Saviour and SS Peter and Paul Parishes that now form part of The Good Shepherd Parish.

4. Baptised Roman Catholic children who are resident in the former parishes of Holy Saviour, Nelson and SS Peter and Paul, Barrowford, that now form part of The Good Shepherd Parish.
5. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
6. Other baptised Roman Catholic children who are resident in another parish.
7. Other children with proven and exceptional medical and social needs where admission to the school might best help satisfy those needs, provided that appropriate written evidence from a suitably qualified professional (eg doctor or social worker) is submitted with the application.
8. Other children with a brother or sister attending the school at the time of admission.
9. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made/or when a member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
10. Other children.

Tie break

Where there are more applicants for the available places within any 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) The Governing Body is the admissions authority. The admissions committee is comprised of the following governors: Chair of Governors, Headteacher, Parish Priest and a further two members of the Governing Body.
- b) The school Supplementary Information Form or the Lancashire Local Authority on-line version must be returned to the school by 15 January 2018.
- c) Parents will be informed of the Governors' decision by letter issued via second class post from the Local Authority on 16 April 2018. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

- d) All children whose Educational Health Care Plan names Holy Saviour RC Primary will be admitted. *Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.
- e) Each Roman Catholic applicant will be required to produce a baptismal certificate by the last working day of February 2018 to be considered under the religion criteria.
- f) Each applicant will be required to produce a birth certificate after a place has been allocated.
- g) Parents should check carefully whether they are resident within the former parish boundaries of Holy Saviour and SS Peter and Paul Parishes. Further information is available from the school.
- h) It is the duty of governors to comply with Regulations on class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children except in exceptional circumstances.
- i) The term 'brothers and sisters' will be taken to include half brothers and sisters, step brothers and sisters, foster children and children of partners living in the same household.
- j) Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used either in the form of a copy of a tax credit award notice or a recent bank/building society statement showing child benefit being paid into their account.
- k) Where there are twins or triplets 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 within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.
- l) Parents of children with a fifth birthday between 1 September 2018 and 31 August 2019 may defer their child's admission date. Where parents wish to defer entry, this **must** be agreed with the school and the LA. Parents should indicate their intention to defer on their On-line or paper application form. (This will not affect the priority of the application within the appropriate published admission criteria). Primary admission may be deferred by up to two school terms (although all children must start school on the first day of the school term following their fifth birthday). Where deferred arrangements are agreed, school places will be reserved.
- m) If a parent wishes their child to be educated out of their normal school year, they must provide the school information/evidence to support their request before applying, such

requests will be considered individually. However the decision outcome rests with the Governing Body of the school (para 2.17 of the Admissions Code) and parents will be notified in writing prior to the primary national offer day. Full information is in the Local Authority information for parents (website and booklet) at www.gov.uk/government/publications/school-admissions-code

Parents cannot apply for and be offered a reception place and then defer a child's entry for a full school year.

- n) You may also request that your child attend our school part-time until he or she reaches their fifth birthday.
- o) If the school is oversubscribed, a waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- p) 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.
- q) Parents are asked to read the Governors published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- r) 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.

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

- s) If an application for admission has been turned down by the Governing Body parents can appeal to an independent appeals panel. This appeal should be sent in writing to Mr Bernard Swarbrick, Chair of Governors care of Holy Saviour Primary School, Holland Place, Nelson, BB9 8HD. Parents are allowed 20 school days from the date of notification that their application was unsuccessful to submit that appeal, notification will be 2 working days after posting by first class post. The parents must give their reasons for the appeal in writing. The decision of the appeals panel is binding on all parties.

- t) The *Governing Body* reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- u) School will make reasonable efforts to contact parents if a SIF (supplementary information form) has not been returned. Reasonable effort could include contact either by email, letter or telephone. A record of such contact made by the school will be maintained until the admission process is complete.

**HOLY SAVIOUR RC PRIMARY SCHOOL (13/004)
ADMISSION REQUEST**

Please complete in BLOCK CAPITALS and return to school before 4pm on 15/01/2018

SURNAME OF CHILD	_____
FORENAME(S)	_____
DATE OF BIRTH	_____

ADDRESS OF CHILD	_____
	POSTCODE _____
YOUR TELEPHONE NUMBER	_____

IS YOUR CHILD			
BAPTISED ROMAN CATHOLIC	<input type="checkbox"/>	NON CATHOLIC	<input type="checkbox"/>

FOR BAPTISED ROMAN CATHOLICS	
MONTH OF BAPTISM	YEAR
PARISH	_____
PARISH LOCATION (TOWN/CITY)	_____

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below
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SIGNED _____	NAME (please print) _____
RELATIONSHIP _____	DATE _____

For office use only

Date of Birth to be verified if position offered

Date of Baptism must be verified
by the last working day of February