



**ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL, PRESTON**  
**ADMISSIONS POLICY FOR SEPTEMBER 2018 TO AUGUST 2019**

**INTRODUCTION**

St Augustine's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided primary school. The admissions process is part of the Local Authority Co-ordinated Admissions Scheme.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Augustine's Catholic School.

Saint Augustine's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are essential aspects of school life and influence the school curriculum.

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.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of three Governors and the Headteacher.

It is the duty of the 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. No more than 30 children will be admitted to any one reception or infant class.

**The Governing Body has set the planned admissions number for September 2018 at 30.** The Local Authority and other parties required by law have been consulted on this.

**ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2018**

1. Applications for a place at the school should be made using the online system via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) then 'Apply for a school place'.
2. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the enclosed Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information Form 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 school's Supplementary Information Form should be returned to the school by the date specified by the local authority (January 15<sup>th</sup> 2018).

3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date of January 15<sup>th</sup> 2018.

5. Parents or guardians will be informed of the outcome of their application in writing by the date specified by the Local Authority
6. As required by law, all children with a Statement of Special Educational Needs or Educational Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria.

### **OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 30 children in September 2018. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Looked after Children or children who were previously Looked After and have now been adopted.
2. Baptised Catholic children who live in the parishes of Saint John XXIII and St Wilfred's with a sibling in the school at the time of expected admission.
3. Baptised Catholic children resident in the parishes of Saint John XXIII and St Wilfred's.
4. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children.
6. Other children with a sibling in school at the time of expected admission.
7. Children with exceptional educational or welfare needs which are relevant to the school and whose application is supported in writing by an appropriate professional e.g. doctor or social worker.
8. Children who, or whose parents, are members of other faith communities and whose application is supported in writing by the appropriate minister of religion.
9. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion:

Applicants living nearest to the school. The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of school building. Distances are measured using the Councils' Geographic Information System.

If the Governing Body is unable to distinguish between applicants in any of the oversubscription criteria using this distance tie breaker (e.g. applicants in the same block of flats) places will be offered via a random draw.

### **NON ROUTINE OR 'IN YEAR' ADMISSIONS**

It sometimes happens that a pupil 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.

All parents requesting a school place, either because they are new to Lancashire, or because they are wishing to transfer schools within Lancashire, will be required to make a direct application to this school.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's (*enclosed*) Supplementary Information Form and return it directly to the school. If the school is oversubscribed with in year admissions at the time of requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

The admission of all students to Saint Augustine's Catholic Primary School will be co-ordinated by the Lancashire Local Authority Pupil Access Department, in line with recent changes in legislation.

## **DEFERRED ADMISSION**

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.

## **PART-TIME ATTENDANCE**

Parents can request that their child attends part-time until the child reaches compulsory school age.

## **EXPLANATORY NOTES**

### **Baptised Catholic**

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a baptised Catholic is

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (Proof of baptism with a copy of a baptismal certificate or details of the date and place of baptism will be required)
- A child, baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register will be required)
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to Catholic baptism (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records will be required).
- One who is a member of the Eastern Christian Churches and the Orthodox Churches. (Proof of baptism with a copy of a baptismal certificate, details of the date and place of baptism or certificate of reception will be required).

### **Children in public care**

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of a local authority or provided with accommodation by that authority.

### **Siblings**

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, ie, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the Lancashire Authority deadline. Further evidence, eg utility bills, may also need to be submitted by the Lancashire Authority deadline.

### **Multiple Births**

Where there are twins or multiple birth children wanting admission and it is not possible to offer a place to all of the children concerned or there is only one single place left within the admission number, then the Governing Body will be allowed to exceed the statutory limit, where the 31<sup>st</sup> child is a twin or from multiple births.

### **Late Applications**

Applications received after the closing date determined by the Lancashire Authority will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

### **Waiting List**

A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions/oversubscription criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

### **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### **Appeal Arrangements**

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 the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

### **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.



## 2018 SCHOOL ADMISSIONS

### ADMISSION TO ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL, PRESTON, SEPTEMBER 2018

#### SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child in St Augustine's Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority.

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

**This form must be completed by the parent/guardian and signed by a Minister of Religion, where necessary**

#### **PART A** (To be completed by child/applicant's parent or guardian)

1. Name of child/applicant:
2. Address of child/applicant:

#### **If you are applying on faith grounds, complete the following sections:**

3. Parish or area of faith community in which you live \_\_\_\_\_  
*e.g. St John XIII, Preston.*

- 3(i). Name of any Parish or area of faith community in which you worship, if different from above \_\_\_\_\_  
**Your parish priest or minister of religion may be contacted to confirm this**

4. If a **Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism or letter from a priest confirming applicant's preparation for Catholic baptism or faith membership

Yes  No

5. Name(s) of any sibling(s) who will be attending St Augustine's at time of the applicant's planned admission in September 2018

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

#### **Please return this Form to:**

St Augustine's Catholic Primary School by the closing date stated by the Lancashire Authority for 2018/2019 applications.

#### **OPTIONAL QUESTIONS ACCORDING TO SCHOOL ADMISSION POLICY**

#### **PART B** (To be completed and signed by a Minister of Religion)

##### Priest's Verification of Baptism

6. If a **Catholic applicant**, I have seen valid proof of baptism or preparation for baptism and confirm that the applicant is a baptised Catholic.

Yes  No

7. If a **Christian**, I confirm that the applicant is a baptised Christian.

Yes  No

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8. If of a **faith other than Christian** please would you confirm that the applicant is a member of your faith community.

Yes  No

9. Signed (Minister of Religion) \_\_\_\_\_

10. Print name \_\_\_\_\_

11. Address \_\_\_\_\_

12. Position held: \_\_\_\_\_

**Please return this Form to:**

St Augustine's Catholic Primary School by the closing date stated by the Lancashire Authority for 2018/2019 applications