



St Michael & St John's RC Primary School

Determined Admission Policy 2018-19

St Michael & St John's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Local Authority (LA)) 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 closing date for applications is 15th January 2018. The issue letter will be sent out by 15th April 2018.

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. 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 resident in the Parish of St Michael & St Johns or those areas within the Parish of St Hubert's, Dunsop Bridge, outlined on the attached map.
3. Other Baptised Roman Catholic children who are resident in the Parish of St Michael & St Johns or those areas within the Parish of St Hubert's, Dunsop Bridge, outlined on the attached map.
4. Other Baptised Roman Catholic Children who will have a brother or sister attending the school at the time of admission, resident in another Parish.
5. Other Baptised Roman Catholic Children resident in another Parish.
6. The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such an application is submitted with evidence from sources deemed appropriate by the applicant. These may include a doctor, health visitor or social services.
7. Other Children with a brother or sister attending the school at the time of admission.
8. Other Children

NOTES:

- a) All applicants will be considered at the same time and after the closing date for admissions, which is set by the Local Authority (LA).

- b) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- c) Parents should check carefully whether they are resident within the parish boundary of St Michael & St John's or those areas within the Parish Boundary of St Hubert's that are enclosed within the boundary line indicated on the attached map.
- d) 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.
- e) 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.
- f) 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 cutoff 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).
- g) 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 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 all parties.
- h) Within the context of this Admissions Policy, the term brother or sister refers to those siblings who are related by blood, those who are step-brothers and step-sisters through marriage and those who may have become brother or sister through the process of adoption or fostering. For the purposes of this section, qualifying siblings must be living at the same address.
- i) Late applications, received after the date given at (a) above, will be placed on a waiting list pending acceptances being received from those families already offered places. All applicants on the waiting list will be considered using the criteria for over-subscription. The Governors will maintain the waiting list for the full autumn term in the academic year of admission.

- j) Shared Parenting: Where a child lives in two separate houses with parents having shared responsibility, each for part of a week, the over-subscription criteria will be applied to that address where the child resides, sleeps and wakes up for the majority of their (Monday - Friday) school week. If there is any doubt about this, 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.
- k) Where there are twins, etc 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. This may also apply to siblings who are in the same year group.
- l) Parents must apply for a place at primary school by completing the online application form on the authority's website www.lancashire.gov.uk search 'school admissions' or call Admissions on 01254 220718. Parents who wish their application to this Roman Catholic school to be considered against the priority faith criteria, should also complete the supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in the 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.
- m) It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with the Lancashire 'In-Year Transfer 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.

- n) 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.

DIOCESE OF SALFORD
SUPPLEMENTARY FAITH FORM

If you are making an application based upon Religious Affiliation, please complete this form and return it to school with the main application form.

School Name – St Michael & St John's RC School, Clitheroe

Local Authority - Lancashire

Name of Applicant-

Address of Applicant-

Parish Community in which you live / worship (Name of Parish)

Please confirm that the applicant is a baptised Catholic (tick appropriate response)

YES _____

NO _____

A copy of the baptismal certificate (or letter of confirmation from Parish Priest of Baptismal Parish) must be presented to school. Please send this with this form or produce at school as soon as is practicable. All offers under this category will be subject to the production of proof of baptism.

Signed _____ (parent / carer)

Date _____

Map of Clitheroe illustrating the Parish Boundaries for Admission Purposes

