

Ref: ADMISSIONS/REF NO/November 2016
Approved by Governors: December 2016
Reviewer: ADMISSIONS COMMITTEE/November 2017



ADMISSIONS PROCEDURE



Governing Body Approval

Policy approved by:

_____ (NAME)

_____ (SIGNATURE)

_____ (GOVERNOR POSITION)

_____ (DATE)

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ADMISSION NUMBER 250

The ethos of the school is clearly outlined out in the statement below:

This school was founded by, and is part of, the Catholic Church. The school shall be conducted in accordance with the provision of the Education Acts and subject thereto, in accordance with:

- the provisions of the Instrument of Government;
- the provisions of these Articles and any Rules or Bye-Laws made thereunder;
- the trust deed of the Diocese of Salford;
- the teachings and canon law of the Roman Catholic Church;
- School is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

Acts of collective worship shall be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church. The form and content of religious education provided shall be determined from time to time by the Governing Body and shall be in accordance with the teaching, discipline and particular norms of the Catholic Church. As a Catholic school, Religious Education is central to the life of the school. Our Catholic faith influences all our work as we strive to follow the gospel values of love, justice and concern for others.

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.

DEFINITIONS:

1. 'Catholic' means a pupil who is a baptised member of the Roman Catholic Church.
2. 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case the child should be living in the same family unit at the same address containing the sibling who is a pupil at the school at the date of admission.
3. Twin/triplets – where there are twins wanting admission and there is only a single place left within the admission number, the Governing Body will exercise as much flexibility as possible. If places for twins or triplets cannot be offered, the family will be advised accordingly. This may also apply to siblings 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.
4. 'Nominated Parish' means any one of the following Roman Catholic Parishes: St Mary's, Burnley; St John's, Burnley; Christ the King, Burnley; St Mary Magdalene's, Burnley; St Augustine's, Burnley; St John's, Padiham; St Philip's, Padiham; St Joseph's, Todmorden.
5. 'Associated Primary School' means a Roman Catholic Primary School located within a Nominated Parish

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6. 'Denominational School' means an aided school (designated by the DFE as having a religious character) which embraces the tenets of and is supported by a Church or religious organisation.
7. 'Looked After Child' means 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.
8. 'Admission meeting' means the meeting at which the Governors determine the order of priority of applicants in accordance with the criteria below and at which the pupils to be admitted to the school in the forthcoming intake are determined subject to the published admission number.
9. 'Home address' must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. 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 payment through bank/building society statements or tax credit award notices.

CATEGORIES:

1. CATHOLIC PUPIL WHO:
 - a) is a looked after child or previously looked after child
2. CATHOLIC PUPIL FOR WHO LIVES IN A NOMINATED PARISH, AND WHO AT THE DATE OF APPLICATION:
 - b) is enrolled at an Associated Primary School
 - c) is enrolled at a Roman Catholic Primary School
 - d) is enrolled at any other Primary School
3. CATHOLIC PUPIL WHO:
 - e) is a sibling
4. CATHOLIC PUPIL WHO:
 - f) is enrolled at an Associated Primary School
 - g) is enrolled at a Roman Catholic Primary School
 - h) is enrolled at any other Primary School
5. NON-CATHOLIC PUPIL WHO:
 - i) is a looked after child or previously looked after child

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6. NON-CATHOLIC PUPIL WHO:

- j) is a sibling
- k) is enrolled at an Associated Primary School
- l) is enrolled at a Roman Catholic Primary School
- m) is enrolled at a Denominational Primary School situated within a Nominated Parish
- n) is enrolled at a Denominational Primary School
- o) is enrolled at any other Primary School

The admission meeting will be held shortly after the published closing date. Details of the applicants to be offered places will be forwarded to the Local Authority. Those applicants not offered a place will be placed on a waiting list in priority order based on the criteria within the published policy, and will be offered a place, if one becomes available at any time prior to the start of the following school year, (e.g. because not all the initial offers have been accepted), in the same order of priority. Applications received after the published closing date but before the date of the admission meeting will be treated as valid applications and duly considered. Applications received after the date of the admission meeting will be placed on the waiting list in accordance with the above criteria. The waiting lists will be maintained for the full autumn term in the academic year of admission.

OVERSUBSCRIPTION CRITERIA

The order of priority within any of the criteria categories set out above shall be determined by ascertaining the distance between the applicant's usual home address and the school. Distance will be measured using a computerised straight line measuring system from the front door of the child's home to the main gate at the school (Ormerod Road). The highest priority will be given to those living nearest the school and so on to the lowest priority being given to those living farthest from the school. In the event of a tied distance measurement between address points, the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

IN YEAR/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 or in-year 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.