

# *St Augustine of Canterbury* *Roman Catholic Primary School*

*Christus Heri, Hodie, Semper*

## *Determined Admissions Policy* *2018 - 2019*

St Augustine's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority 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 2017, the Governing Body has set its planned admission number at 30.

Priority will be given to all Children Looked After and previously Children Looked After.

If your child is due to start school during the next academic year, it is important that you apply for a place in September. If your child's fifth birthday is between the months of September and December, then, if you wish, 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. Should the deferred entry be to start school within the same academic year, school will retain the pupil on roll. However, should a parent wish to defer entry until the following academic year, school is not obligated to hold the place and will offer the place to the next criteria eligible applicant on the school waiting list. Pupil Access will be notified of this change and records amended to show deferred entry to Year 1. When the parent wishes to re-apply this must be done through the normal channels. However, it must be noted that due to regulation infant class size, it is unlikely that entry to the school of initial choice will still be available. Requests for a full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority website at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

Where a place is offered and the parents have not indicated deferred entry and they do not attend on the first school day, normal attendance enquiries will be made.

Enquiries will ascertain whether:

- The parent is accepting the place and the non-arrival is an attendance issue
- The parent is accepting the place but is seeking deferred entry but has failed to notify either the school or the Authority
- The parent is not accepting the place and has made alternative arrangements
- The parent is not accepting the place and has not indicated they are making alternative arrangements
- The child is considered missing – protocols for referral to the Missing in Education Team will be put into place

All applications for a place in Reception must be made through the Lancashire Local Authority website and returned to the Area Education Office as shown on the application, together with schools Supplementary Information Form which should be returned to the school.

### **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 in year admissions. In order to obtain a school place in mid year, it is necessary to fill in the schools Supplementary Information Form and inform the child's current attending school, if applicable, of their intention to move. Applications for children moving to 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. Should a place be unavailable at the time of request, the child's name will be placed on the school's waiting list ordered as per our admissions criteria whilst still allowing for an appeal to be lodged with the Independent Appeal Panel against the decision not to admit. Should a place become available within the academic year, applicants will be contacted as our waiting list. Where no reply is received within 14 days of initial correspondence, the place will be offered to the next applicant on the waiting list. Please note that you cannot re-apply for a place at a school within the same school year unless there has been a relevant, significant and material change in the family circumstances.

1. Children Looked After and previously Children Looked After.
2. Children with exceptional social, medical, educational or religious need which can only be best met, or only met at this school. (see note j)
3. Baptised Roman Catholic children who will have a brother or sister attending the school at time of admission and are resident in the parish of St Augustine's.
4. Baptised Roman Catholic children who are resident in the parish of St Augustine's.
5. Other baptised Roman Catholic children, who will have a brother or sister attending the school at time of admission and are resident in another parish.
6. Baptised Catholic child of all those employed by the Governing Body with two or more years service at the date the child enters school. (see note n)
7. Other baptised Roman Catholic children resident in another parish.
8. Children of a non-Roman Catholic of all those employed by the Governing Body with two or more years service at the date the child enters school. (see note n)
9. Other children who will have a brother or sister attending the school at time of admission.
10. Other children.

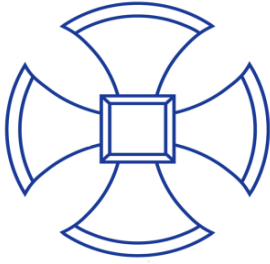
### **Notes**

- a) All applicants will be considered at the same time and after the closing date for admissions.
- b) Applications received after this date will only be considered if the Governors consider it fair and reasonable to do so.
- c) Each Roman Catholic applicant will be required to produce a Baptismal certificate before a place can be allocated and where deemed necessary, proof of address.

- d) Each applicant will be required to produce a birth certificate after a place has been allocated.
- e) Parents should check carefully whether they are resident within the parish boundary of St Augustine's as defined on the parish boundary map held in the Parish rooms which are located at the back of the Church.
- f) "Brother or sister" as used in the policy will include all children living permanently in the family home including step children and foster children, adopted children, half-brothers or sisters and the children of the parent/carer's partner.
- g) Where children are resident in more than one home because parents live apart, the children will be regarded as residing at the address where they normally spend the majority of the school week. This will be measured by the number of mornings a child wakes up in the house during the week (Monday to Friday).
- h) It is the duty of the Governors to comply with Regulations on class size limits in Key Stage 1 save in exceptional circumstances (see note o).
- i) 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 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).
- j) The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help to satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor, social worker or psychologist. Evidence will also be sought from the Local authority to provide a copy of the statement or proposed statement and appendices.
- k) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of notification of refusal. The date of notification will be two days after posting by first class post. The parents must give reasons for appealing in writing and the decision of the appeals panel is binding on all parties.
- k) Following the application process, a list of children still requiring a place will be maintained where necessary. Any available place will be offered to the child with the highest priority rating and waiting lists will be ordered in accordance with the oversubscription criteria and not on any other basis. The waiting list will be maintained for the full duration of the Autumn term of the year of admission. Waiting lists will not be based upon time of application submission.
- l) A Child Looked After is a child who is a) in the care of the 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 Child Looked After is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- m) The determination of the length of all those employed by the Governing Body will be deemed as the start of contract to the date of admission of the child.
- n) Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:
  - a. Children with statements of Special Educational Needs admitted outside the normal admission round;
  - b. Children Looked After and previously Children Looked After admitted outside the normal admission round;

- c. Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;
  - d. Children admitted after an independent appeals panel upholds an appeal;
  - e. Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
  - f. Children of UK Service Personnel admitted outside the normal admission round;
  - g. Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted the 31<sup>st</sup> child will be deemed an 'excepted child';
  - h. Children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
- o) The Governing Body reserve the right to withdraw the offer of a place where false evidence is received in relation to Baptism, sibling connections or place of residence.
- p) Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list, in order, according to the criteria.



# *St. Augustine of Canterbury R.C. Primary School*

## **DETERMINED ADMISSION REQUEST AND SUPPLEMENTARY INFORMATION FORM 2018-2019**

Name of Child \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone No's \_\_\_\_\_

Is your child a Baptised Catholic? YES / NO *If Yes, where and when was your child Baptised? Please note that a copy of the Baptismal Certificate will be required.*

Is your child a 'Child Looked After? (as defined by the Local Authority) YES / NO

Is your child currently undergoing the adoption process? YES / NO

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

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### **FOR OFFICE USE ONLY**

Date/time/method of request received \_\_\_\_\_

Person Receiving \_\_\_\_\_

Confirmation of Baptism received \_\_\_\_\_ Date \_\_\_\_\_

Confirmation of SIF sent to parents \_\_\_\_\_