

**St. William's Catholic Primary School**  
**Determined Admissions Policy**  
**September 2018 to August 2019**

St William's is a Catholic Primary School provided by the Diocese of Lancaster and is maintained by the 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 William's Catholic School.

St William'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 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:

- The advice of the Diocesan Trustees on the nature and purpose of Catholic schools;
- The Governing Body's responsibility towards the school and the Catholic Community it serves;
- The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: Miss S. Solloway (Head), Mrs. Clements, Mrs. Joleys and Mr. M Butterworth

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.

For September 2017, the Admission Number for St William's Catholic Primary school was 12. A Total of:

- 11 Applications were received by the closing date.
- 0 Applicants were admitted under criterion 1 of the 2017 policy
- 0 Were admitted under criterion 2
- 0 Were admitted under criterion 3
- 0 Were admitted under criterion 4, 5, 6
- 1 Were admitted under criterion 7
- 10 were admitted under criterion 8

The Governing Body has set the planned admissions number for September 2018 at 12.

### **Arrangements for admission in September 2018**

1. Applications for a place at the school should be made on the Local Authority Common Application Form or online and returned to the Local Authority no later than **15<sup>th</sup> January 2018**
2. Parents must complete the Common Application Form available from the Local Authority. Parents who wish their application school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form. This information 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 Supplementary Information Form should be returned to the school by **15<sup>th</sup> January 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 closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority on **16<sup>th</sup> April 2018**.
6. As required by law, all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

### **Oversubscription Criteria**

The Governors will admit up to 12 children in September 2018. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria and will be used to form a priority order.

1. Baptised Catholic children, in public care and those previously looked after.
2. Baptised Catholic children who live in the parishes of St William's and St Bernard's with a sibling in the school at the time of the expected admission.
3. Other Baptised Catholic children who live in the parish of St William's and St Bernard'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 who are in public care and those previously looked after.
7. Other children with a sibling in school at the time of expected admission.
8. Other children.

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

#### **Lancashire Schools:**

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

## 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 OR may 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 OR may be required.)
- A child who, with his or her family, is enrolled in a recognized 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 OR may 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 OR may 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 that is in the care of a Local Authority or provided with accommodation by that Authority.

### **Siblings**

Sibling refers to full brothers and 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 correct one at the date 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, i.e., 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 your home when your child would start school. This evidence must be submitted as soon as possible and no later than the deadline of **15<sup>th</sup> January 2018**. Further evidence, e.g. utility bills, may also need to be submitted *immediately*.

### **Multiple Births including Twins/Triplets etc.**

Where there are twins 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. If places for both of the twins, or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered then the Governing Body, as Admission Authority, will use a random draw system to decide which pupil receives an offer.

### **Late Applications**

Applications received after the closing date **15<sup>th</sup> January 2018** will be treated as late applications. Only in special circumstances, and where appropriate evidence is provided, will applications received after the closing date (but 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, 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 of 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 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.

### **In Year Admissions**

These are applications received outside the normal admissions round and direct application can be made to the school under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

### **Deferred Entry**

This allows Parents to request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.

### **Part Time Provision**

The decision with regard to the allocation of a morning or afternoon place is delegated to the Headteacher

All parents requesting a place, either because they are new to Lancashire or because they are wishing to transfer schools within Lancashire during the school year will be required to complete the relevant Local Authority Application Form available at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) -school admissions

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. If the school is oversubscribed with mid-year applications 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 Lancashire schools will be co-ordinated by the Lancashire Local Authority, in line with recent changes in legislation.

**2018 SCHOOL ADMISSIONS - DIOCESAN SUPPLEMENTARY INFORMATION FORM**

**ADMISSION TO ST WILLIAM'S CATHOLIC PRIMARY SCHOOL, PILLING SEPTEMBER 2018  
SUPPLEMENTARY INFORMATION FORM**

If you are applying for a place for your child at St William'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**

**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 Joseph's, Wetherfield*

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 William'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 the Headteacher at: St William's Catholic Primary School by**

**Closing date for applications- 15th January 2018**