



ST VERONICA'S RC PRIMARY SCHOOL, RAVEN AVENUE, HELMSHORE.

ADMISSION POLICY 2018/19

St Veronica's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority as a Voluntary Aided Primary School. The School's Governing Body is the Admission Authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2018/19 the Governing Body's planned admission number is 25.

Applications for a place in Reception at September 2018 should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned to Lancashire County Council no later than Friday 11 January 2018. Parents who wish to seek priority for baptised Catholic children should also complete the School's Supplementary Information Form (SIF) and return it to St Veronica's RC Primary School. Offer Letters will be sent out, by Lancashire County Council, on 12 April 2018.

Deferred admission/Part-time Provision

Parents may ask to defer accessing an offered reception place until the first day of term after a child's fifth birthday.

If your child's fifth birthday is between April and August then they can start school from the September after this takes place. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for 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 web site at www.lancashire.gov.uk/schools (Primary Admission Information for Parents).

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.

Where more applications are received than the planned admissions number for the school the Oversubscription Criteria will be applied in the following order.

First	Category A	Baptised Roman Catholic children who are currently or have previously been 'Looked After'.*
Second	Category B	Baptised Roman Catholic children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a Doctor or Social Worker is submitted with the application.
Third	Category C	Baptised Roman Catholic children who will have a sibling** attending the school at the time of admission and resident in the Parish of St Marie.
Fourth	Category D	Baptised Roman Catholic children resident in the Parish of St Marie.
Fifth	Category E	Other baptised Roman Catholic children who will have a sibling** attending the school at the time of admission and are resident in another Parish.
Sixth	Category F	Other baptised Roman Catholic children who are resident in another parish.
Seventh	Category G	Other children who are currently or have previously been 'Looked After'.
Eighth	Category H	Other children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a Doctor or Social Worker is submitted with the application.
Ninth	Category I	Other children who will have a sibling attending the school at the time of admission.
Tenth	Category J	Other children.

* This includes children who were looked after but ceased to be so because they became adopted or they become subject to a Child Arrangement Order or Special Guardianship Order.

*** sibling - a sibling is defined as, brothers, sisters, step-brothers, step-sisters, half-brother, half-sister, fostered and adopted children residing at the same address*

1. 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).
2. If split parental responsibilities apply, the address nearest to the school main doorway will be given priority.
3. 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 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 for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.
4. 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 that are received after the last date will be considered after all the others, and placed on the Waiting List in according to the criteria.
5. For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published over-subscription criteria will be applied. 'In Year' and late applications will be treated as per the co-ordinated arrangements published by the Local Authority.

Where we have more applications than places the Admission Criteria will be used. Children who are not admitted will have their name placed on a

Waiting List, maintained by the Head Teacher for the full Autumn Term in the academic year of admission. The names on this Waiting List will be in the order resulting from the application of the Admission Criteria. Since the date of application cannot be a criterion for the order of names on the Waiting List, late applications for the school will be slotted in to the order according to the extent to which they meet the criteria. If a place becomes available within the Admission Number the child whose name fulfils the highest category of criteria will be offered a place. This is not dependent on whether an appeal has been submitted.

- Each Roman Catholic applicant will be required to produce a Baptismal Certificate.
- Parents should check carefully whether they are resident within the parish boundary of St Marie's. A map marking the Parish boundary is available at school.
- It is the duty of Governors to comply with class size limits at Key Stage 1. This means that the school cannot operate class in Key Stage 1 of more than 30 children.
- 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 two 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.

St Veronica's RC Primary School
Supplementary Information Form (SIF)



Child's name: _____

Date of birth: _____

Address: _____

_____ Post Code: _____

Telephone Number: _____

Is your child a baptised Catholic? Yes/No

If yes,

Church of Baptism: _____

Address: _____

Date of Baptism: _____

Signed: _____

Name: (please print) _____

Relationship: _____

Date: _____