

St Mary's Catholic Primary School
Great Eccleston



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Admissions Policy
2018-19

Revised February 2015
Reviewed October 2016

St Mary's Catholic Primary School, Great Eccleston

Admissions Policy 2018-2019

St Mary's, Great Eccleston, is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided primary school.

Its Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission to the school within the requirements of the law. In so doing the Governing Body has regard for:

- a) The advice of the Diocesan Trustees on the nature and purpose of Catholic Schools
- b) The governing Body's responsibility towards the school and the Catholic Community it serves
- c) The Catholic character of the school and its Mission Statement.

We, at St Mary's, welcome applications from both Catholic and non Catholic parents who would like their children to be educated within the aims and ethos of our school.

We ask that all parents applying for a place at St Mary's 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.

The admission number for the school is 8 children.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2018

When admitting children to St Mary's the governing body follows the criteria below.

- 1) Applications for a place at the school should be made on Lancashire Authority's Common Application Form or on its online facility. Forms should be returned to Lancashire Authority **no later than 15th January 2018**.
- 2) Parents must complete the Common Application form available from Lancashire Authority. Parents who wish their application to St Mary's, Great Eccleston, to be considered against the priority faith criteria should also complete the school's Supplementary Information Form. This will be issued with the Primary Admissions booklets.
Should St Mary's be oversubscribed, failure to complete the supplementary form may result in your application for a place in this 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.
The Supplementary Information Form should be returned to **St Mary's school by 15th January 2018**.
- 3) Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
Each application made by other Christian faiths will be required to produce a baptism certificate or other evidence of baptism or proof of church attendance as appropriate to the faith.
Applications of children of non-Christian faiths will be required to provide evidence of their faith affiliation on the Supplementary Information Form
- 4) The Admissions Committee of the Governing Body will consider all applications at the same time after the given closing date.
- 5) Parents/guardians/carers will be informed, by letter from Lancashire Authority, of the outcome of their application. Letters to parents, using second class mail, will be posted on **16th April 2018**.
- 6) As required by law, all children with a Statement of Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

OVERSUBSCRIPTION CRITERIA

The Governors of St Mary's school, Great Eccleston, will admit up to **8** children in September 2017.

If the number of applications exceeds the places available, the children will be admitted subject to the following criteria which will be used to form a priority order.

1. Applications received from baptised Catholic looked after children and previously looked after children who have been baptised Catholic.
2. Children baptised into the Catholic Faith who reside in the family of communities which are served by St Mary's Parish Church, Great Eccleston (specifically Little Eccleston, Great Eccleston, Elswick, St Michael's on Wyre, Singleton, Thistleton and Inskip) who have siblings attending St Mary's school Great Eccleston at the expected time of admission.
3. Children baptised into the Catholic Faith who reside in the family of communities which are served by St Mary's Parish Church, Great Eccleston (specifically Little Eccleston, Great Eccleston, Elswick, St Michael's on Wyre, Singleton, Thistleton and Inskip)

4. Catholic children residing outside the Parish of St Mary's -that is from beyond the communities served by St Mary's school- who have siblings attending St Mary's school Great Eccleston at the expected time of admission.
5. Catholic children residing outside the Parish of St Mary's -that is from beyond the communities served by St Mary's who have no siblings attending the school at expected time of admission.
6. Applications received for looked after children or children who were previously looked after who are not of the Catholic faith.
7. Children of other Christian denominations who have siblings attending St Mary's school Great Eccleston at the expected time of admission.
8. Children of other Christian denominations who have no siblings attending St Mary's school at the expected time of admission.
9. Children of a parent/carer with exceptional social or medical needs where the application is accompanied by a written statement from an appropriate professional eg consultant doctor, social worker, police officer, naming the school and demonstrating why the St Mary's school as the preferred school is suitable.
10. Children of other non-Christian faiths who have siblings attending St Mary's school Great Eccleston at the expected time of admission.
11. Children of other non-Christian faiths who have no siblings attending St Mary's school at the expected tie of admission.
12. Children of no faith affiliation who have a sibling in school at the expected time of admission.
13. Children of no faith affiliation who have no siblings attending St Mary's at the expected time of admission.

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

Applicants living nearest to St Mary's school. The distance between an applicant's home (***in cases of shared parenting the address used for child benefit purposes is taken to be the address at which the child resides –see notes below***) and the school will be measured as a straight line from the centre point of the home address to the centre point of the school. Distances are measured using Mario maps via Lancashire Authority's intranet and internet to complete the measures.

In the event of a tied distance measurement between the address points the Local Authority's system of a random draw will determine the address(es) which will receive the offer(s).

Thereafter any remaining children will then be placed on a waiting list. For further information please see the following explanatory notes.

EXPLANATORY NOTES

Baptised Catholic

Please note for admission to St Mary's Catholic Primary School, Great Eccleston the Governors understand the term baptised Catholic to mean:

- 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** 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** be required).
- A child who with his/her family is enrolled in a recognised 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** apply)
- 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** 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 who is in the care of a local authority or who is provided with accommodation by that authority.

Children who were previously in Public Care are defined as those who has immediately moved from the status of being in Public Care due becoming subject to an adoption, residence or special guardianship order.

Siblings

The Governing body understands the term siblings to include full brother or sister, half brothers, half sisters, foster and adopted brother or sister, 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

The address used when completing the Common Application and Supplementary Information Forms must be the one that is current at the time the application is being made.

If the address subsequently changes, the parents must 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 ie, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for a place at St Mary's and the school 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 specific address and not just a stated intention to move to an area. Evidence must be provided 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 in place when your child would start at St Mary's. This evidence must be submitted as soon as possible and no later than the deadline of **15th January 2018**. Further evidence eg utility bills, may also need to be submitted at a later date. If this information is required the Governors of the school will contact you.

The Governing Body may on occasion seek verification of the addresses from individual applicants

Multiple Births

Where there are twins or multiple birth children wanting admission and there is only one single place or insufficient places available to admit within the admission number, then the Governing body may admit the other sibling of the multiple birth in question in line with regulations regarding the exceeding of KS1 Class size regulations.

Late Applications

Applications received after the closing date of **15th January 2018** will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time. These are as follows:

- If the number of preferences received for a school is below the published admission number or:
- There are extenuating circumstances justifying late application eg:
 - Parents moving into the school's catchment area, as outlined in oversubscription criteria 2 above, after the closing date.
 - Parent/carer illness which required hospitalisation for the major part of the period between publication of the composite prospectus and the closing date for applications.
 - Parents who were abroad for the whole period between the issue of primary school admission information and the closing date for applications.
 - Parents moving into the County after the closing date.

Applications received after **16th April 2018** will be considered if places are still available. If no places are available then the applicant will be put on a waiting list. (See waiting lists below)

This process will operate until the start of the **Autumn Term 2018** after which any enquiries for places should be made to the school directly. The Governors of the school will then make a decision and issue letters accordingly.

Offer of Place Letters

The Local Authority, on behalf of the Governing Body, will issue all offer letters for places in Reception year group until the start of the **1st September 2018** after which the Governors of the school will then make a decisions with regard to admissions and issue letters accordingly.

(Refer also to In Year/Mid Year/Non Routine/Casual Applications below.)

Deferred Entry to Primary School

Parents of children who are offered a place at St Mary's before they are of compulsory school age may request to defer their child's entry until later in the school year. Where entry is deferred, admission authorities are required to hold the place for that child and not offer it to another child. The parent cannot be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part –time Provision

Parents can request that their child attends part-time until the child reaches compulsory school age.

Waiting Lists

A waiting list for children who have not been offered a place will be kept open until **31st December 2018**. Parents may express an interest in a pupil's name being added to the school's waiting list at any time.

The Waiting List will be ordered in accordance with the admissions criteria cited above and will not give priority to children based on the date either of their application was received or the date their name was added to the list. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list.

If a place becomes available within the school's published admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent upon an appeal having been submitted for the child concerned.

Applications received after letters offering places have been issued will be kept on the waiting list and prioritised according to the admissions criteria.

Shared Parenting

Where a child lives with one parent for part of the week and another for the rest of the week only one address can be used on the application form. This should be the address **used for child benefit purposes ie, the address of the parent claiming the child benefit**, will be used.

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, or false sibling connections, or false evidence received in relation to baptism has been provided, then 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 is refused by the Governing Body then the parents have the right of appeal. This will be heard by an independent appeals panel. Parents wishing to lodge an appeal should notify the school and/or the LA **by letter** within **twenty school** days of notification of refusal. The date of notification will be considered to be two working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The LA will arrange for the appeal to be heard and will draw up the Independent Appeals Panel from a list of names provided by Lancaster Diocese. The decision of the Independent Appeals Panel will be sent in writing to both the parents and the Governing Body. **The decision is final and binding on both parties.**

In Year/Mid-year/Non Routine/Casual Admissions

All parents requesting a school place outside of the normal admissions round, that is during the period between **September 2017 and July 2018**, either because they are new to Lancashire LA or because they are wishing to transfer schools within Lancashire LA during the school year should make enquiries for places directly to the school. The Governors of the school will then make a decision and issue letters accordingly. As part of this process the school will liaise with the LA about any Reception offers made during this period.

The Admission of all pupils to Lancashire LA schools will be coordinated by the LA in line with recent changes in legislation.

This policy will be reviewed annually.

Review of Policy: Spring Term 2018

Policy agreed by: Staff

Date:

Governors

Date:

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Diocese of Lancaster
Admission to Lancashire Catholic Schools 2018-19
Supplementary Information Form

If you are applying for a place for your child in a Catholic School on Faith grounds please complete this form in addition to Lancashire Authority's Common Application Form or its online equivalent.

This supplementary faith request 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 over subscription criteria.

The sections below must be completed by the parent/carer and signed by a Minister of Religion where necessary and returned to the school by 15th January 2018.

Section A *(To be completed by parents/guardians/carers of child)*

1. Child's first name(s) Surname:

2. Date of Birth

3. Name(s) parents/guardians/carers

4. Address of parents/guardians/carers *(in the case of shared parenting the address used for child benefit purposes is taken to be the address at which the child resides).*

5. Telephone Number of parents

6. What is your faith community?

7. What is the Parish/area of faith community in which you live?

8. Name(s) of any sibling(s) who will be attending St Mary's at the time of the applicant's expected admission in September 2018:
 Names: Date of Birth:

9. If a **Roman Catholic** please confirm whether your son/daughter is a baptised Catholic and enclose proof of baptism eg copy of baptismal certificate or details of place and date of baptism. The certificate will be returned to you.

My child has been baptised / My child has not been baptised *(Please circle appropriate response)*

Place of Baptism

Date of Baptism

10. If **Christian**, please confirm whether your son/daughter is a baptised Christian and enclose proof of baptism (eg copy of baptismal certificate or details of place and date of baptism). The certificate will be returned to you.

My child has been baptised / My child has not been baptised *(Please circle appropriate response)*

Place of Baptism

Date of Baptism

11. If of a **faith other than Christian** please would you confirm that the applicant is a member of your faith community by ticking the appropriate box and ask you minister of religion to confirm this.

Yes No

Signed (Minister of religion) Print Name

Address:

Position Held: