

## **Determined**

### **ST PATRICK'S ROMAN CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY 2018/2019**

- 1.1 This Policy was written after due consideration of the School's Mission Statement and Core Values.
- 1.2 The Governing body of St Patrick's Roman Catholic Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This Policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.
- 1.3 The number of places available for admission to Reception is a maximum of 30. Last year the school was able to admit all pupils whose parents applied.

### **ADMISSIONS CRITERIA**

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities. All applications are treated on merit and in a sensitive manner. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.
- 2.2 In the event that there are more applicants than places, the Governing Body will allocate places using the following criteria.
  1. Baptised Roman Catholic children looked after by a Local Authority and adopted children who were previously looked after.
  2. Baptised Roman Catholic siblings (a full half or step brother or sister and fostered and adopted children residing at the same address) of children at the school who will still be on the school roll at the time of admission.
  3. Baptised Roman Catholic children from the Parish of **Blessed John Henry Newman**.
  4. Other Baptised Roman Catholic children.
  5. Other children looked after by a Local Authority and adopted children who were previously looked after.
  6. Other siblings of children at the school who will still be on the school roll at the time of admission.
  7. Baptised children of other Christian denominations and world faiths.
  8. Other children.

If within any category there are more applicants than places available, priority will be given on the basis of proximity to the school measured by the walking distance along public highways between the front gate of the family home and the main entrance of 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).

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 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 may be required).
- A child who, with his or 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 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 may be required).

## **Siblings**

Sibling refers to full brothers or 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 current one at the time 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 in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline of Lancashire's closing date for receipt of applications. Further evidence, e.g. utility bills, may also need to be submitted by date of Governing Body meeting to prioritise/rank received applications 2018.

### **Multiple Births**

Where there are twins, etc. 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. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

### **Making an application**

Please refer to the online admissions system rather than the admissions booklet as the means to complete an application. The online admissions system can be accessed via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) then search on the A-Z for 'schools admissions'. Once on the site, families can access the admissions information.

Applications received after the closing date of 15<sup>th</sup> 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. Offers out on 16<sup>th</sup> April 2018.

### **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.

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, 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.

## **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, 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 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 considered to be 2 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 decision of the appeal panel is binding on the parents and on the governing body.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (see explanatory notes) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where a parent's request for their child to be admitted out of their normal age group has been agreed to and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The application **will not be** given lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied.

## **In Year/Midyear/Non Routine/Casual Admissions**

Admissions are the responsibility of the Governing Body.

All parents requesting a school 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.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the 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 will be co-ordinated by the Lancashire Local Authority, in line with recent changes in legislation.

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

### **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.

### **Summer born children**

The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

### **REVIEW**

This Policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

2018/2019 SCHOOL ADMISSIONS

ADMISSION TO ST PATRICK'S ROMAN CATHOLIC PRIMARY SCHOOL, HEYSHAM, SEPTEMBER  
2018/2019

SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child in St Patrick's Roman 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*

*OPTIONAL QUESTION ACCORDING TO SCHOOL OVERSUBSCRIPTION CRITERION*

- 3(i). Name of any Parish or area of faith community in which you worship, if different from above

\_\_\_\_\_ *Your parish priest or minister of religion may be contacted to confirm this*

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 ☐

*OPTIONAL QUESTION ACCORDING TO SCHOOL OVERSUBSCRIPTION CRITERIA AND WHEN THIS INFORMATION IS NOT COLLECTED ON LA ONLINE OR PAPER COMMON APPLICATION FORMS*

5. Name(s) of any sibling(s) who will be attending St Patrick'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: St Patrick's Roman Catholic Primary School by 15 January 2018**

OPTIONAL QUESTIONS ACCORDING TO SCHOOL ADMISSION POLICY