



Sacred Heart RC Primary School

Determined Admission Policy 2018-2019

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Sacred Heart RC Primary School is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Authority (LA) 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 2015, the governing Body has set its planned admissions number at 28.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the former parish of the Sacred Heart.
3. Other baptised Roman Catholic children who are resident in the former parish of the Sacred Heart.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admissions and resident in another parish.
5. Other baptised Roman Catholic children, resident in another parish.
6. Other Looked After Children and previously Looked After Children.
7. Exceptional Needs.
8. Other children who will have a brother or sister attending the school at the time of admission.
9. Other children.

NOTES

a) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be decided by the shortest distance, walking route from the front door of the child's home to the school's main gate. 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).

- b)** All applicants will be considered at the same time and after the closing date for admissions.
- c)** Each Roman Catholic applicant will be required to produce a baptismal certificate.
- d)** Parents should check carefully whether they are resident within the former parish boundary of the Sacred Heart. A map illustrating the boundary is available in school.
- e)** In this policy brothers and sisters include step or half brothers and sisters, foster children and children of partners living at the same address. Where there are twins or triplets wanting admission and there is only a single place left the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If places for twins or all triplets 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 a random draw will decide which pupil receives an offer.
- f)** Where a child lives with parents with shared responsibility the home address will be that put on the application form.
- g)** It is the duty of 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.
- h)** The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence from a doctor or social worker.
- i)** 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 2 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.
- j)** Admission arrangements to the Reception class are separate from those for the Nursery class. Attendance in the Nursery does not give a child any guarantee or priority when it comes to consideration by the governors for admission to the Reception class.
- k)** If the school is oversubscribed, a waiting list will be maintained for the length of the Autumn term. This will be ordered according to the admission over-subscription criteria.
- l)** Applications received after the closing dates will be considered after all the others and placed on the waiting list in order according to the criteria.

Supplementary information forms are available from the school.

*Please print this form and take or post the completed copy to the school you are applying for
(see notes overleaf)*

SUPPLEMENTARY INFORMATION FORM (SIF): STANDARD [ONLINE] VERSION

CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE

Admission to Primary School – September 2018

Please complete and submit this form by Monday 15 January 2018

SCHOOL APPLIED FOR:

Name of school: _____
Address of school: _____

APPLICANT INFORMATION:

Name of parent(s)/guardian(s): _____

Address: _____

CHILD INFORMATION:

Name of child: _____
Address of child: _____
(if different from above)

Is the child a baptised Catholic? Yes No

If 'yes', give the parish and date of baptism:

***** Please attach a copy of the baptismal certificate with this form** Yes

In which parish does the child currently live (*see note 2 – overleaf*):

If the child is not baptised Catholic please state to which denomination or faith the child belongs (*see note 3 – overleaf*):

STATEMENT FORM

(TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)

Minister/Leader (Print name): _____

Address: _____

Position held: _____

Signed and dated: _____

NOTES FOR INFORMATION:

1. Supplementary Information Form (SIF)

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

2. Evidence of Baptism – Catholic

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate **or** the completion of the statement form overleaf will normally be required to confirm your child is a baptised Catholic. It is always helpful to attach a copy of your child's baptismal certificate.

3. Evidence of Faith Group membership

- (a) If you are applying for a Catholic primary school and want your child to be considered under the relevant criterion as an 'other than Catholic' Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate if available or confirmation in writing by completing the statement form overleaf to show that your child is a member of a faith community is required. The form should be completed by the appropriate Minister of Religion.
- (b) If you belong to a faith other than Christian, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement form overleaf that your child is a member of their faith group.

PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ANY CATHOLIC PRIMARY SCHOOL WHICH IS ONE OF YOUR PREFERRED OPTIONS (ONE FORM TO EACH CATHOLIC SCHOOL WHICH IS A PREFERENCE). THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM.