



St. Anne's & St. Joseph's R.C. Primary School

Sandy Lane, Accrington, Lancashire BB5 2AN

Telephone: 01254 233019 Fax: 01254 236335 Email: bursar@sasj.lancs.sch.uk



ADMISSIONS POLICY 2018-19

"This is our school let love dwell here"

St. Anne's and St. Joseph'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 45.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. 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 for, a place here.'

Applications for a place in Reception at September 2018 must be made on the Common Application Form (CAF) issued by Lancashire Local Authority and returned to the school by the date specified by Lancashire LA. Parents who wish to seek priority under any criterion that requires faith commitment should also complete the Diocesan Supplementary Information Form (SIF) and return it at the same time.

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

1. Looked After Children and previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parishes of St Anne's RC & St Joseph's RC.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

The notes on the next pages offer guidance on admissions procedures at St Anne's & St Joseph's.

Notes

a) The Governing Body is the Admissions Authority. The Admissions Committee is comprised of the following governors: vice chair of governors, parish priest, four additional foundation governors, Headteacher and staff governor.

b) In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the local authority 'Primary Admission Booklet' which gives details of the LEA co-ordinated admissions arrangements. These are available from local education offices, public libraries and primary schools.

- c) Parents must complete a common application form and express three preferences for primary school admission. Parents must return either an on-line application or a completed paper application form to the Local Authority by **Sunday 14th January 2018**. All applicants will be considered by the Governors at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the Governors' decision by Lancashire LEA, by **Sunday 15th April 2018**. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) Each Roman Catholic applicant will be required to produce a Catholic baptismal certificate.
- f) A Looked After Child is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- g) Parents should check carefully whether they are resident within the parish boundaries of St Anne's Accrington or St Joseph's Accrington by checking with the Parish Priests or School Office.
- h) All applicants will be required to provide proof of address, by supplying an original, up-to-date, utility bill or child benefit statement.
- i) It is the duty of governors to comply with class size limits at Key Stage One.
- j) Exceptional Needs refers to children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school. Supporting professional evidence will be required. This may be from whatever sources the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- k) Special Needs - 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.
- l) 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).
- m) Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child sleeps for the majority of the school week.
- n) The term 'brothers and sisters' will be taken to include step brothers and sisters, adopted children, foster children and children of partners living in the same household. The Governors would also give the same consideration to half siblings living in the same household. The Governing Body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However the Governing Body must comply with maximum class size of 30.
- o) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. This will be ordered according to the admission over-subscription criteria.
- p) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. The reserve list will be kept for a term. Parents will be notified if a vacancy subsequently arises. Parents will be expected to give a reason for the late application. If this is not exceptional the application will be dealt with after all the others have been dealt with.

q) Parents are asked to read and confirm receipt of the Governors published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

r) 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 should give their reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties. The outcome of the appeal is binding on the parents and on the Governing Body.

s) 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 the infant class sizes. If places for twins or triplets cannot be offered, the family will be advised accordingly. 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.

t) Deferred Entry to Primary School & Part Time Provision:

If your child is due to start school in September 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 to December, then, if you wish, admission may be deferred until January; if it is between January and April, then admission may be deferred until the summer term, though it is likely to be in your child's best 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.

u) In Year / Non Routine Admissions

It sometimes happens that a child needs to change school other than at the 'normal' time; such admissions are known as In Year non-routine admissions. For in-year admissions 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 applications than places then the published oversubscription criteria will be applied.

If you wish to visit school before stating your preferences, please contact us.

Appeals for children moving into the area will not be considered until there is evidence of permanent address: e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same year unless there has been relevant, significant and material change in the family circumstance.

CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE

Admission to Primary School – September 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:

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 – either the on-line or paper version. 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.

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 PRINT A HARD COPY OF THIS FORM AND RETURN IT DIRECT TO ANY CATHOLIC PRIMARY SCHOOL WHICH IS ONE OF YOUR PREFERRED OPTIONS (ONE FORM TO EACH SCHOOL WHICH IS A PREFERENCE). THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE (OR PAPER) APPLICATION FORM.