

# **Determined**

## **ST. JOSEPH'S RC PRIMARY, HURST GREEN**

### **ADMISSIONS POLICY 2017-2018**

*St. Joseph's serves the Aighton, Bailey and Chaigley communities and is able to provide a place for every Catholic child from these areas seeking a Catholic education.*

For the school year commencing September 2017-2018, the Governing Body has set its planned admission number at 12 for the reception class and 12 for the nursery class.

St. Joseph's school is part of and committed to the Diocesan Education system and children from this school normally transfer to St. Augustine's RC High School, Billington or St. Cecilia's Roman Catholic High School, Longridge.

From February 2012 the regulations for Looked After Children have changed. The Education (Admission of Looked After Children) (England) Regulations 2012 have made the situation a statutory requirement. The following criteria have been amended in accordance with recommendations from Salford Diocese.

#### **Admissions will be subject to the following criteria in order of priority:**

1. Baptised Roman Catholic children who are in public care and adopted Roman Catholic children who were previously looked after.
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 parish.
3. Baptised Roman Catholic children who are resident in the parish.
4. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and who are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Non Roman Catholic children who are in public care and adopted children who were previously looked after.
7. Non Roman Catholic children who will have a brother or sister attending the school at the time of admission
8. Non Roman Catholic children.

#### **Supplementary Information Form (SIF)**

**Parents are advised to complete a supplementary information form, which is available from the school office.**

## NOTES

1. Admission to the nursery does not secure admission to the Primary School. Parents must apply for a reception place at the appropriate time.
2. All applications will be considered at the same time and after the closing date for admissions (15<sup>th</sup> January 2016) see note. 5
3. Where parents have a shared responsibility for each part of the week, over subscribed criteria would take into account the address where the child resides the greatest amount of time during the whole of the year. Parents may be asked to show evidence of the address used ie. Child Benefit Statement showing the child's address as the one claimed. The Governors may make enquiries of any relevant third party where there is a dispute about the address used eg. The child's GP.
4. Within the context of this Admission Policy, the term brother and sister refers to those siblings who are related by blood, those who are step-brothers and step-sisters through marriage and those who have become brother or sister through the process of adoption or fostering.
5. Twins/Triplets etc 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. In exceptional circumstances cases we are now able to offer places for both twins and triplets, even when this means breaching infant class size limits.
6. The offer of places from waiting lists will be determined by published admission criteria. First come will not be the way of allocating school places. The waiting list will be maintained for the full autumn term.
7. Late applications Where there are extenuating circumstances for an application being received after the last date for applications and before the Governors have established their list of pupils to be admitted then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list, in order according to the criteria.
8. Tie-break decisions will be made when the admission number is reached. 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 determining factor, nearer addresses having priority over more distant ones. The 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).
9. Deferred entry to primary schools and Part time provision 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 in September due to the integration into the mixed Reception and Key Stage 1 infant class in our very small rural school. Parents' wishes will always be taken into consideration. Parents may also request that their child attends part-time until the child reaches compulsory school age.
10. Non-routine admissions

It sometimes happens that a child needs to change school other than 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 unless 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 a relevant, significant and material change in the family circumstances.

- 11 If an application for admission has been turned down by the governing body parents can appeal to an Independent Appeal panel. Parents must be allowed at least ten school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the all parties.

**ST. JOSEPH'S RC PRIMARY SCHOOL, HURST GREEN  
VOLUNTARY AIDED PRIMARY SCHOOL  
SUPPLEMENTARY FORM  
ADMISSION TO PRIMARY SCHOOL 2016-17**

**NAME OF CHILD:**

Surname \_\_\_\_\_ Christian Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of parent/guardian \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile \_\_\_\_\_

Parish in which you live \_\_\_\_\_

Please confirm that the pupil is a baptised Catholic:

Yes

No

Signed \_\_\_\_\_  
(Parent / Guardian)

Date \_\_\_\_\_

Please return to: The Headteacher  
St. Joseph's RC Primary School  
Whalley Road  
Hurst Green  
BB7 9QJ