

IMPORTANT NOTICE TO ALL PARENTS

Primary School Admission Arrangements 2018/19

The Governing Body for this School will retain the same admission policy for 2018/19 as was determined for 2017/18. As a result, the admissions policy remains unchanged.

**Please note that the closing date for 2018/19 applications is 15 January 2018.
Offer notices will be issued on 16 April 2018.**

Please contact the school direct if you have any questions regarding admission.

ST PETER'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2017/18

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

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Peter's Catholic School.

St Peter's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

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.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, 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.

The Governing Body Admissions Committee is comprised of the following governors: Parish Priest, Headteacher and 5 other members of the Governing Body.

It is the duty of the 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. No more than 30 children will be admitted to any one reception or infant class.

For September 2016 the Admission Number for St Peter's Catholic Primary was 30. A total of xxx applications were received by the closing date.

The Governing Body has set the planned admissions number for September 2017 at 30. The Local Authority and other parties required by law have been consulted on this.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2017

1. Applications for a place at the school must be made on the Local Authority common application form or online and returned **to the Local Authority no later than 15th January 2017**.
2. In addition to completing the common application form, parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the *enclosed school's* Supplementary Information Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's faith.

The supplementary information form, along with supporting documentation should **be returned to the school Friday 13th January 2017**.

3. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism or evidence of later reception into the Catholic Church.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority **16th April 2017**.
6. As required by law, all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the criteria.

The Governors will admit up to 30 children in September 2017. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be assessed in order of occurrence and used to form a priority order.

- A. Baptised Roman Catholic 'Looked After' Children and Baptised Roman Catholic previously 'Looked after' Children.
- B. Baptised Roman Catholic Children who are living in the parishes of St Peter's, Lytham and St Joseph's, Ansdell
- C. Baptised Roman Catholic Children who will have a sibling in the school at the time of admission.
- D. Other Baptised Roman Catholic children.
- E. Other 'Looked After' Children and previously 'Looked after children'.
- F. Other Children who will have a sibling in the school at the time of admission.
- G. Other baptised Christian Children.
- H. Children of other world faiths
- I. Other Children.

If the number of children in criterion A-I is greater than the number of places available then the applicants within the actual criterion where the total number of children would exceed total places shall be prioritised on the following basis.

- i. Priority Faith Criteria: This will be evidenced by attendance at mass in line with the Supplementary Information Form Part B
- ii. **Tie break**

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).

Explanatory Notes

(These notes are part of the policy)

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2017. Applications received after the closing date will be treated as late applications.
- b) A **Looked After Child** is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their 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.
- c) For a child to be considered as a **Roman Catholic** evidence of such Baptism will be required or later reception into the Catholic Church. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's (*enclosed*) Supplementary Information Form and return it directly to the school. If the school is oversubscribed within year admissions 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.
- d) **Part time provision:** Parents can request that their child attends part-time until the child reaches compulsory school age.
- e) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from **multiple births** where one of the children is the 30th child admitted.
- f) Where a child lives with **parents with shared responsibility**, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) **Sibling** is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- h) A **waiting list** for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- i) For **'In Year' applications** received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an **Independent Appeals Panel**. Parents must be allowed at least twenty 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 all parties.
- k) 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 until the term when they reach compulsory school age.
- l) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

2017 SCHOOL ADMISSIONS

ADMISSION TO ST PETER'S CATHOLIC PRIMARY SCHOOL, LYTHAM , SEPTEMBER 2017

SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child in St Peter's 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 criteria.

This form must be completed by the parent/guardian and signed by a Roman Catholic Parish Priest (Part B) or Minister of Religion, Part C where necessary)

PART A (To be completed by applicant's parent or guardian)

A1 Name of applicant

A2 Address of applicant

A3 What is your Religion? _____

A4 Parish in which you live _____

A5 Name of Parish in which you worship, if different from above

A6 Name(s) of any sibling(s) who will be attending St Peter's at time of the applicant's planned admission in September 2014

Names	Date of Birth
_____	_____
_____	_____
_____	_____

A7 If a **Roman Catholic**, I confirm that the applicant is a baptised Roman Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism

Yes No

PART B (To be completed and signed by a Parish Priest)

B1

My Child is a Catholic who attends mass at the Parishes named in 4 (or5) above.

Please confirm this information by asking your parish priest to complete PART B 2 & 3 overleaf.

B2 I confirm the Child is a Catholic who attends mass at the Parishes named in 4 (or5) in section A.

Yes No

B3 Signed _____
B3 Print name _____
B3 Address _____
B3 Position held _____

PART C (To be completed and signed by a Minister of Religion)

C1 If a **Christian**, I confirm that the applicant is a baptised Christian.

Yes No

C2 If of a **faith other than Christian** please would you confirm that the applicant is a member of your faith community.

Yes No

C3 Signed _____
C3 Print name _____
C3 Address _____
C3 Position held _____

Please return this form to: St Peter's Catholic Primary School by Friday 13th January 2017