

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. MARY & ST. ANDREW'S CATHOLIC PRIMARY SCHOOL

DETERMINED ADMISSIONS POLICY FOR SEPTEMBER 2017 TO AUGUST 2018

INTRODUCTION

St. Mary & St. Andrew'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. Mary & St. Andrew's Catholic School.

St. Mary & St. Andrew'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 Admission committee is comprised of the following governors: three Foundation Governors including Chair of the Community and Curriculum Committee, Head teacher and Chair of Governors.

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. Mary & St. Andrew's Catholic Primary was 16. A total of (TBC) applications were received by the closing date. (TBC) places were awarded with a final total of (TBC) applicants admitted.

The Governing Body has set the planned admissions number for September 2017 at 16. 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 should be made on the Local Authority common application form or online and returned to the Local Authority no later than **15th January 2017**.
2. Parents must complete the common application form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the 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 baptism.

The supplementary information form should be returned to the school by **15th January 2017**.

3. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
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 by **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 oversubscription criteria.

OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 16 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 used to form a priority order.

- (i) Baptised Catholic children who are in public care and previously looked after children.
- (ii) Baptised Catholic children who are resident in either of the parishes of St Mary's Newhouse or St Andrew's Cottam. In the event of the admission number being exceeded in this category, places will be offered up to the published admission number to those who regularly attend Mass at either of the parish churches (see notes).
- (iii) Baptised Catholic children who have a sibling in the school at the time of expected admission.
- (iv) Baptised Catholic children resident in the parishes of St Robert, Catforth and St Mary, Fernyhalgh.
- (v) Other baptised Catholic children who regularly attend Mass with their families at either St Mary's or St Andrew's church.
- (vi) Other baptised Catholic children.
- (vii) Non Catholic children who are in public care and previously looked after children.
- (viii) Other Non Catholic Children who have a sibling in the school at the time of expected admission.
- (ix) Children of other faiths
- (x) Other children

Tie Breaker

If the number of children in any of the categories (i) – (x) is greater than the places available, applications will be further ranked as follows:

- (i) Children with a sibling in the school at the time of expected admission.
- (ii) Children who live nearest to either of the Parish Churches. (The distance between an applicant's home and church is measured as a straight line from the Ordnance Survey address point of the home address to the church main entrance of either St. Mary's or St. Andrew's. The Ordnance Survey address point is a point within the boundary of the property and is usually located at its centre. Distances are measured using the Councils' Geographic Information System.) 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).

EXPLANATORY NOTES

(These notes are part of the policy)

Looked After Children

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.

Baptised Catholic Children Parents will be required to provide a copy of the child's Baptismal Certificate when applying for a place.

Where evidence of regular Mass attendance at either Parish church is required, a supporting letter from Clergy will be requested.

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 the child's registration at the GP will be the address 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 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 January 15th 2017. Further evidence, eg utility bills, will also need to be submitted by January 15th 2017.

Staff service

The determination of the length of a staff member's service will be deemed as the start of contract to the date of admission of the child.

Multiple Births

Where there are twins or multiple birth children wanting admission and there is only one 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. If places for both twins or all triplets, etc 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 then the Local Authority's system for a random draw will decide which pupil receives an offer.

Late Applications

Applications received after the closing date of 15th January 2017 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.

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 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.

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 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.

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.

The Governing body reserves 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.

**Request for a place at St Mary & St Andrew's Catholic Primary School
Supplementary Information Form (SIF)**

If you are applying a place for your child in St. Mary & St. Andrew'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 oversubscription criteria.

PART A

- 1. Name of Applicant: _____
- 2. Address of Applicant: _____

- 3. Date of Birth _____
- 4. Parish in which you live _____
- 5. Name of Parish in which you worship, if different from above _____
- 6. Name(s) of any sibling(s) who will be attending St Mary and St Andrew's at the time of the applicants' planned admission in September 2017

Names	Date of Birth
_____	_____
_____	_____
_____	_____

7. If a Roman Catholic, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g. copy of the baptismal certificate or details of place and date of Baptism.

Yes No

The Governors will consider the information provided on this form to determine whether or not they are able to offer your child a place at the school, according to the published criteria.

Signature of Parent _____ Date _____