

# St John the Baptist RC Primary School

Headteacher: Mrs Kathleen McKeating



## St John the Baptist RC Primary School, Padiham DETERMINED ADMISSION POLICY 2018/2019

St John the Baptist 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 2018/2019, the governing body's planned admission number is 30.

Admission to the school will be made by the Governing Body. All preferences listed on the Local Authority preference form will be considered on an equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.

*'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.'*

### Application Process

For a place in Reception for September 2017, applications need to be made **online by Sunday 15th January 2018**. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's **Supplementary Information Form (SIF) and return it to the school by 15th January 2018**. A supplementary form is attached and further copies are available from the school.

The priorities on admission are as follows:

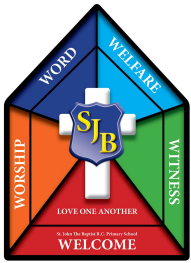
1. Looked after children present or previous (looked after equals children in public care).
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St John the Baptist and St Philip the Apostle.
3. Baptised Roman Catholic children resident in the parish of St John the Baptist and St Philip the Apostle.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic children.
6. Children with Exceptional Needs where these needs can only be met at this school.
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.

St. John's Road, Padiham, Burnley Lancashire. BB12 7BN

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Parents may ask to defer accessing an offered reception place until the first day of term after a child's fifth birthday.

If your child's fifth birthday is between April and August then they can start school from the September after this takes place. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority web site at <http://www.lancashire.gov.uk/schools> (primary admission information for parents).

## Deferred admission

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 no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

## NOTES

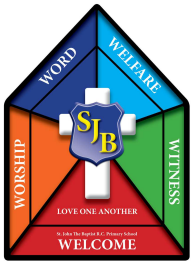
- a) The Governing Body is the admissions authority. The admissions committee is comprised of the following Governors: Chair of Governors, Parish Priest and Headteacher.
- b) In the Autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority Primary Admission Booklet; which gives details of the LA co-ordinate admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.
- c) Parents must apply online and express three preferences for primary school admission. The closing date for all applicants is Sunday 15th January 2017. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Applicants will be able to view their offer of a school place online on Sunday 16th April 2017. 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 Baptismal Certificate.
- f) Parents should check carefully whether they are resident within the parish boundaries. A map illustrating parish boundary is attached.
- g) All applicants resident in the parish of St John the Baptist and St Philip the Apostle will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- h) It is the duty of Governors to comply with regulations on class size limits at Foundation

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Stage and Key Stage One. This means that the school cannot operate classes in Foundation Stage or Key Stage One of more than 30 children.

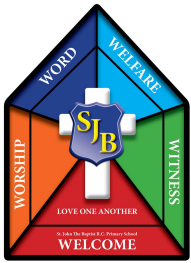
- i) For Exceptional Needs Children, whom the Governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned, supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- j) All children with a statement of Special Education Needs requesting a place at the school, will be admitted before the application of the oversubscription criteria.
- k) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school with the nearest home to the school given priority. This will be determined by a radial measure from the centre of the home address to the centre of the school. This will be measured as a direct straight line. In the case of an equal distance measurement a random draw will be held.
- l) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- m) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household.
- n) 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 their Social Services functions (under section 22 (1) of the Children Act 1989. A previously Looked After Child is one who immediately moved from that Status after becoming subject to an adoption, residence or special guardianship order.
- o) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- p) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- q) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. This appeal must 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. The outcome of the appeal is binding on the parents and on the Governing Body.
- r) Twins/Triplets etc.  
The Governing Body may exceed Key Stage One and Foundation Stage class limits for twins, multiple births and siblings in the same year where one of the children in the 30th child

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admitted and the other(s) are beyond that limit.

It sometimes happens that a child needs to change school other than at the 'normal' time, such admissions are known as non-routine admissions. In order to obtain a school place in mid year it is necessary to fill in the local authorities Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete our Supplementary Form and return it directly to the school. The Local Authority will consider your three preferences equally, in liaison with other admission authorities.

**THE OFFER OF A PLACE CAN ONLY BE MADE BY THE LOCAL AUTHORITY.**

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

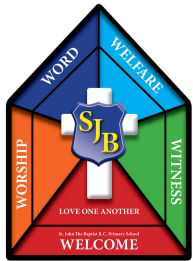
Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contract, tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant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

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## SUPPLEMENTARY FORM

### Statement of Baptism for Admission to Reception Class 2018/2019

Please complete this form and return to school by 15<sup>th</sup> January 2018

#### 1. Child's Details

Surname: \_\_\_\_\_  
Forename(s): \_\_\_\_\_  
Child's Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

#### 2. Parent's/Carer's Details

Surname: \_\_\_\_\_  
Forename(s): \_\_\_\_\_

#### 3. Baptism

Is your child a baptised Catholic?

YES

NO

**If your child has been baptised, please provide a copy of your child's baptismal certificate or verification of your child's baptism (written confirmation from the parish where the baptism took place), with this form or this will delay or hinder your application. Please also provide a copy of your child's birth certificate and a recent utility bill.**

##### Baptism Details

Church: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Baptism: \_\_\_\_\_

For your information the address of our Parish Priest is:

Fr A Swift  
The Presbytery  
St John the Baptist RC Church  
St John's Road  
Padiham BB12 7BN Tel: 01282 772200

*The Governors reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information given is accurate.*

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