

## **THE BLESSED SACRAMENT CATHOLIC PRIMARY SCHOOL and PRE-SCHOOL NURSERY**

### **GOVERNORS' DETERMINED ADMISSIONS POLICY FOR SEPTEMBER 2018 TO AUGUST 2019**

#### **INTRODUCTION**

The Blessed Sacrament 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 The Blessed Sacrament Catholic School.

The Blessed Sacrament is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are essential 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: Headteacher and two foundation 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.

The Governing Body has set the planned admissions number for September 2018 at 60. The Local Authority and other parties required by law have been consulted on this.

#### **ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2018**

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 14<sup>th</sup> January 2018.
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 Information 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 14<sup>th</sup> January 2018.

3. Each 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 carers will be informed of the outcome of their application in writing by the Local Authority by (LA date).

### **OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 60 children in September 2018. 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.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion: See Note D Applicants who live nearest to the school.

1. Baptised Catholic Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children who live in the parish of The Blessed Sacrament.
4. Other Baptised Catholic children.
5. Non-Catholic Looked After Children and previously Looked After Children.
6. Non-Catholic children with a sibling in school at the time of expected admission.
7. Other children.

### **NURSERY**

The Governors will admit children into the nursery unit as soon as they have reached their third birthday. There are 80 places available, 40 in the morning session and 40 in the afternoon session. Should the number of applicants exceed the number of places, the same oversubscription criteria as school applications (shown above) will apply.

#### **EXPLANATORY NOTES (These notes are part of the policy)**

- a) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
- 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) It is the duty of governors to comply with regulations on class size limits at EYFS and Key Stage One.

- d) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of the school building. Distances are measured using the Council's Geographic Information System. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- e) Where there are twins or multiple birth children wanting admission and it is not possible to offer a place to all of the children concerned or 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 it is not possible to offer a place to all of the children concerned or only a single place can be offered then the place(s) will be offered via a random lottery as described above.
- 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, foster child living at the same address 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) Applications received after the closing date 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.
- i) 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.
- j) 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. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- k) 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 the Governors.
- l) The school does not defer admissions to reception class, or provide part-time education for children who are below compulsory school age on 1<sup>st</sup> September, except when the child has a diagnosis of Special Educational Needs or a disability and it is deemed that a deferred start would be in the best interests of the child.
- m) 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.

**ADMISSION TO THE BLESSED SACRAMENT CATHOLIC PRIMARY SCHOOL, PRESTON,  
SEPTEMBER 2018**

**SUPPLEMENTARY INFORMATION FORM**

If you are applying for a place for your child at The Blessed Sacrament 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.

**Please complete in BLOCK CAPITALS and return to School by 12 noon on 14<sup>th</sup> January 2018**

SURNAME OF CHILD	_____
FORENAME(S)	_____
DATE OF BIRTH	_____

ADDRESS OF CHILD	_____
	POSTCODE _____
YOUR TELEPHONE NUMBER	_____

IS YOUR CHILD			
BAPTISED ROMAN CATHOLIC	<input type="checkbox"/>	NON CATHOLIC	<input type="checkbox"/>

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible please give the name and address of the church where the baptism took place.	
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SIGNED	_____	NAME (please print)	_____
RELATIONSHIP	_____	DATE	_____