



St. Oswald's R.C. Primary School
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An "Outstanding" school across all
aspects: Ofsted Inspection September 2014
and Salford Diocese Inspection March 2015

APPENDIX 9

ADMISSIONS POLICY 2018-2019

St Oswald's, Accrington is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Local Authority as a Voluntary Aided School. The School's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admissions. For the school year commencing 1st September, the Governing Body has set its planned admission number at 20.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places for:

1. Children who are in public care at the time of making the application (LAC and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order).
2. Children with exceptional social, medical, educational or religious needs, which can be best met, or only met at this school (*f).
3. Baptised Catholic children who have a parent working on the staff of St. Oswald's at the time of making the application.
4. Baptised Catholic children who have a brother or a sister attending the school at the time of making the admission and are resident within the boundaries of the parish of St. Mary's R.C. Church, Oswaldtwistle.
5. Baptised Catholic children who are resident within the boundaries of the parish of St. Mary's R.C. Church, Oswaldtwistle at the time of making the application.
6. Other baptised Catholic children who have a brother or a sister attending the school at the time of admission.
7. Other baptised Catholic children.
8. Other children who have a parent working on the staff of St. Oswald's at the time of making the application.
9. Other children who have a brother or a sister attending the school at the time of admission.
10. Other children attending St. Oswald's R.C. Nursery School at the time of making the application who are eligible for Early Years Pupil Premium; the Pupil Premium or the Service Premium.
11. Other children.

NOTES:

- a. An Admissions Panel meeting will be held directly following the Lancashire County Council deadline for applications. All applicants will be considered at the same time and the Local Education Office will be advised which children the Governors Admission Panel have selected for admission.
- b. Each Roman Catholic applicant will be required to produce a baptismal certificate.
- c. Parents should check whether they are resident within the parish boundary of St. Mary's R.C.

Church, Oswaldtwistle. A map of the school catchment area is available in the school on request.

- d. 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.
- e. Where there are more applicants for the available places within a category, then the distance provided by the Local Authority will determine which addresses receive the offer. This is a radial, straight line measure.
- f. The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.
- g. 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 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 the Governors and the parents concerned.
- h. Within the context of this Admissions Policy, the term brother or sister refers to those siblings who are related by blood, those who are step-brothers and step-sisters through marriage and those who may have become brother or sister through the process of adoption or fostering or the child of the parent/carer's partner. In every case, the child will be living in the same family unit at the same address.
- i. Shared parenting: where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show necessary evidence in the form of a tax credit award notice or a recent bank/ building society statement showing Child benefit being paid into their account.
- j. Where there are twins, etc 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 all triplets, even when this means breaching infant class size limits.
- k. Late applications will be placed on a waiting list pending acceptances being received from those families already offered places. All applicants on the waiting list will be considered using the criteria for over-subscription. The waiting list will be maintained for the full autumn term in the academic year of admission.
- l. 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.
- m. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age

group. Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision. Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. **The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

- n. 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.
- o. All applications have to be made online which can be accessed via www.lancashire.gov.uk/schools then search on the A-Z for 'school admissions.' Once on the site families can access the admissions information, however further support with this process can be requested from the school office if necessary.

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.