

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 2016/17 and 2017/18. As a result, the admissions policy remains unchanged.

**Please note that the closing date for 2017/18 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 John Southworth RC Primary School Nelson, Lancashire

DETERMINED ADMISSIONS POLICY 2016-17

St John Southworth is a Roman Catholic Primary School in the parish of St John Southworth provided by the Diocese of Salford and is maintained by the Local Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admission. For the school year commencing September 2016, the governing body has set its planned admissions number at 30.

Applications for a place in Reception at September 2016 should be made on the online admission system administered by Lancashire County Council at www.lancashire.gov.uk/schools before the date specified by Lancashire County Council. **The closing date is Friday 15th January 2016.**

Parents who wish to seek priority for baptized Catholic children should also complete the school's Supplementary Information Form (SIF) and return it to school by **Friday 15th January 2016.**

The Catholic faith and the teachings of the Catholic Church have an essential role in school life and influence every aspect of the 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.

As required by law, all children with a Statement of Special Educational Needs or Educational, Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school, the oversubscription criteria will be applied in the following order:

1. Looked After Children and previously Looked after Children.
2. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in the catchment area of St John Southworth School.
3. Baptised Roman Catholic children resident in the part of the parish of St John Southworth, bounded by Halifax Rd., Nelson and Edge End Lane, Nelson (see map available in school for clarification) and baptized children from Christ Church, Nelson, who may not be RC.
4. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and are resident in Holy Trinity catchment area.
5. Baptised Roman Catholic children resident in the catchment area of Holy Trinity School.
6. Other baptised Roman Catholic children who are resident in another parish.
7. Children who will have a sibling attending the school at the time of admission.
8. Children of staff, where the member of staff has been employed at the school for two or more years at the time the application is made; or the member of staff is to fill a vacant post for which there is a demonstrable skill shortage.
9. Children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application, setting out the particular reasons why this school is the most suitable school for the child's needs.
10. Children of other Christian traditions and children of other faiths, with appropriate evidence of faith membership, e.g. a reference from a religious minister
11. Other children.

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).

NOTES

- a) The governing body is the admissions authority.
- b) Parents must complete an online application at www.lancashire.gov.uk/schools. They must express **three** preferences for primary school admission. The closing date for all applications is **Friday 15th January 2016**. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors' decision by Lancashire Local Authority on **16th April 2016**.
- d) Siblings are taken to include brothers, sisters, half-siblings (one shared biological/adopted parent), step-siblings (related by remarriage of a parent with no blood connection), fostered and adopted children residing at the same address. Where there are twins wanting admission and there is only a single place left, the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes.
- e) All applicants will be considered at the same time and after the closing date for admissions. Late applications will be considered only if places are still available after the allocation to applications submitted before the closing date.

- i) Where the school is oversubscribed, offers for places from waiting or reserve lists will be determined with regard to the published admission policy for the school. Waiting lists will be maintained for the full Autumn Term in the academic year of admission. Priority will be given to all Looked After Children above all other applicants.
- ii) Each Roman Catholic applicant will be required to produce baptismal certificate. The church made a lifelong commitment to a child at Baptism. We consider being a baptized Roman Catholic to be sufficient to meet our criteria. However, we also note the parents' commitment made at baptism.
- e) It is the duty of governors to comply with class size limits at Foundation and Key Stage 1. This means that the school cannot operate classes of more than 30 children. *This number may be exceeded in the case of twins or multiple births where one of the children is the 30th child admitted and the other(s) beyond that limit.*
- f) Where a child lives with parents with shared responsibility, each for part of a week, the address used for admission purposes will be the one nearest to the school.
- g) If an application for admission has been turned down, parents can appeal to an Independent Appeals Panel. This appeal should be sent in writing to the Clerk of 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.
- h) If your child is due to start school during the next academic year, it is important that you apply for a place in 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 our 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.
- i) 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-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
- j) The common application form is to be returned to the Area Education Office – East (44 Union St. Accrington). The Supplementary Information Form is to be returned to the school.

CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE

Admission to Primary School – September 2016

SCHOOL APPLIED FOR:

Name of school: _____
Address of school: _____

APPLICANT INFORMATION:

Name of parent(s)/guardian(s): _____

Address: _____

CHILD INFORMATION:

Name of child: _____
Address of child: _____
(if different from above)

Is the child a baptised Catholic? Yes No

If 'yes', give the parish and date of baptism:

In which parish does the child currently live (see note 2 – overleaf):

If the child is not baptised Catholic please state to which denomination or faith the child belongs (see note 3 – overleaf):

STATEMENT FORM (TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)

Minister/Leader (Print name): _____

Address: _____

Position held: _____

Signed and dated: _____

NOTES FOR INFORMATION:

1. Supplementary Information Form (SIF)

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form – either the on-line or paper version. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

2. Evidence of Baptism – Catholic

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate **or** the completion of the statement form overleaf will normally be required to confirm your child is a baptised Catholic.

3. Evidence of Faith Group membership

- (a) If you are applying for a Catholic primary school and want your child to be considered under the relevant criterion as an 'other than Catholic' Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate if available **or** confirmation in writing by completing the statement form overleaf to show that your child is a member of a faith community is required. The form should be completed by the appropriate Minister of Religion.
- (b) If you belong to a faith other than Christian, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement form overleaf that your child is a member of their faith group.

PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ANY CATHOLIC PRIMARY SCHOOL WHICH IS ONE OF YOUR PREFERRED OPTIONS (ONE FORM TO EACH CATHOLIC SCHOOL WHICH IS A PREFERENCE). THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE (OR PAPER) APPLICATION FORM.