

**St Hubert's RC School 11/040**  
**Admission Policy**  
**DETERMINED POLICY 2018/19**

This procedure applies to admissions to St Hubert's Primary School which is a Roman Catholic Voluntary Aided School, provided by the Diocese of Salford and is maintained by the Local Authority. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The number of places available for admission to the school in 2018/2019 shall be 25.

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 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.

*As required by law all children with a Statement of Special Needs naming the school will be admitted before the application of the oversubscription criteria.*

*Applications for a place at September 2018 must be made on a Common Application Form (CAF) issued by Lancashire County Council either via the on-line system or on the paper form which should be returned to the Pupil Access team at the Area Education Office, 44 Union Street, Accrington, BB5 1PL by the closing date, **15<sup>th</sup> January 2018**.*

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.

In order to be considered against the higher priority criteria, the applicant's baptism must have taken place by the closing date, published by the Local Authority, as the deadline for applications for admission.

*If there are more applications than places offers will be made in order according to the oversubscription criteria listed below.*

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic siblings of children at the school who will still be on the school roll at the time of admission.
3. Other baptised Roman Catholic children who are resident in the parish of Our Lady and St. Hubert's with St. Wulstan's.
4. Other baptised Roman Catholic children.
5. Other children who are Looked After and previously Looked After Children.
6. Children with proven and exceptional medical and social needs where admission to the school might best help satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application.
7. Other children who will have a brother or sister attending the school at the time of admission.
8. Other children.

*If, within any category, there are more applicants than places, available priority will be given on the basis of proximity to the school, measured in a straight line (radial) from the centre of the home to the centre of the school.*

Notes:

- a. 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.
- b. All applicants will be considered at the same time and after the closing date published by the Local Authority as the deadline for applications for admission.

- c. Each Roman Catholic applicant will be required to produce a baptismal certificate. Baptism must have taken place by the closing date published by the Local Authority as the deadline for applications for admission.
- d. Parents should check carefully whether they are resident within the parish boundary of Our Lady and St. Hubert's with St. Wulstan's. A map illustrating the boundary is available for inspection in the school.
- e. It is the duty of governors to comply with the class size limits at Key Stage 1. This means that the school cannot operate classes in Key Stage 1 of more than 30 children. However, where there are twins or triplets and there is only a single place left within the admission number, the governing body will exercise as much flexibility as possible, within the requirements of infant class sizes. In exceptional cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.
- f. The Governing Body reserves the right to admit children with proven and exceptional medical and social needs (associated with the child and / or family) where admission into the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why this school is most suitable.
- g. The waiting list will be transferred to the school on 1st September and will be maintained for one term. Should a vacancy occur, the place would be offered to the child in accordance with the school's published oversubscription criteria and not on any other basis.
- h. The term 'brothers and sisters' will be taken to include, half brothers and sisters, stepbrothers and sisters, foster children and children of partners living in the same household. The governing body must comply with the maximum infant class size of 30 children and the Local Authority's systems for random draw will decide which pupil receives an offer.
- i. 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, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
- j. In the event of a tie break, distance will be measured in a straight line (radial) from the centre of the home to the centre of the school. If there is 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).
- k. Late applications will be considered by the Governing Body's Admissions Committee who will then liaise with the Local Authority. The Local Authority will be responsible for issuing offers to parents up to the start of the Autumn Term. After the start of the Autumn term, the Governing Body's Admissions Committee will make the decisions and issue letters accordingly.
- l. Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent (for example, a false claim that the child has been baptised as a Roman Catholic) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused.
- m. If the Governing Body has turned down an application for admission, parents can appeal to an independent Appeals Panel. This appeal should be sent in writing to the Clerk to the Governors of the school within 20 days of notification of refusal. The date of notification will be 2 working dates after posting by first class post. The parents must give their reasons to appealing in writing and the decision of the Appeals panel is binding on all parties.

Appeals should be addressed to:

Clerk to the Governors  
(St Hubert's RC School)  
Governor Services  
Fern Bank  
210 Coal Clough Lane  
Burnley

Parents who are considering sending their child to the school may visit the school at any time by prior appointment with the Head teacher. The most convenient time would be after the afternoon session, though arrangements can be made to visit whilst the school is in operation at a mutually convenient time.

#### 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 St Hubert's RC 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, eg. exchange of contracts or tenancy agreement with rent book.

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 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.

#### DIOCESE OF SALFORD SUPPLEMENTARY FAITH REQUEST FORM

School Name: ST HUBERT'S R.C. PRIMARY SCHOOL

Local Authority: LANCASHIRE 11/040

Name of Applicant .....

Address of Applicant .....

.....

.....

Parish Community in which you live/worship .....

.....

Please confirm that the applicant is a baptised Catholic

Yes

No

NB.The baptismal certificate must be presented to the school.

Signed (Parent/Carer) .....

Date .....

