



St. Mary & St. Andrew's Catholic Primary School

DETERMINED ADMISSIONS POLICY FOR SEPTEMBER 2019 TO AUGUST 2020

INTRODUCTION

St. Mary & St. Andrew's 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 St. Mary & St. Andrew's Catholic School.

St. Mary & St. Andrew's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important 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 Admission committee is comprised of the following governors: Chair of the Curriculum and Community Committee, the Head Teacher, Chair of Governors and Staff Governor.

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 2019 at 16. The Local Authority and other parties required by law have been consulted on this.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2019

1. The admission of all students to St Mary & St Andrew's Catholic Primary School will be co-ordinated by the Lancashire Local Authority Pupil Access Team. Applications for a place in Reception at September 2019 should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned by **15th January 2019**. Applications should preferably be made online via www.lancashire.gov.uk then search on the A-Z for 'school admissions'.
2. Parents who wish to seek priority for baptised Catholic children or another world faith should also complete the school's Supplementary Information Form (SIF) and return it directly to school, also by **15th January 2019**. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism. If a place is being applied for on religious grounds, but the child is not Catholic, a signature is required by a Minister of Religion.
3. As required by law, all children with an Education Health Care Plan naming the school will be admitted before the application of the over-subscription criteria.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority by **16th April 2019**.

OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 16 children in September 2019. 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.

1. Baptised Catholic children who are in public care and previously looked after children.
2. Baptised Catholic children who are resident in either of the parishes of St Mary's Newhouse or St Andrew's Cottam. In the event of the admission number being exceeded in this category, places will be offered up to the published admission number to those who regularly attend Mass at either of the parish churches (see notes).
3. Baptised Catholic children who have a sibling in the school at the time of expected admission.
4. Baptised Catholic children resident in the parishes of St Robert, Catforth and St Mary, Fernyhalgh.
5. Other baptised Catholic children who regularly attend Mass with their families at either St Mary's or St Andrew's church.
6. Other baptised Catholic children.
7. Non-Catholic children who are in public care and previously looked after children.
8. Other Non-Catholic Children who have a sibling in the school at the time of expected admission.
9. Children of other faiths
10. Other children

Tie Breaker

If the number of children in any of the categories 1 – 10 is greater than the places available, applications will be further ranked as follows:

- (i) Children with a sibling in the school at the time of expected admission.
- (ii) Children who live nearest to either of the Parish Churches. (The distance between an applicant's home and church is measured from the postcode of the home address to the church postcode of either St. Mary's or St. Andrew's, using a system such as Google Maps.) In the event of 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).

EXPLANATORY NOTES

(These notes are part of the policy)

Looked After Children

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.

Baptised Catholic Children

Parents will be required to provide a copy of the child's Baptismal Certificate when applying for a place.

Where evidence of regular Mass attendance at either Parish church is required, a supporting letter from Clergy will be requested.

Siblings

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for the child's registration at the GP will be the address used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription, it may be possible to consider your application based on an address you are intending to move to. You must be resident at a specific address and not just a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live, and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline of January 15th 2019. Further evidence, eg utility bills, will also need to be submitted by January 15th 2019.

Deferred Admission/Part Time Provision

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.

Multiple Births

Where there are twins or multiple birth children wanting admission and 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. If only a single place can be offered, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Late Applications

Applications received after the closing date of 15th January 2019 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.

Waiting List

A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

Appeal Arrangements

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 parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

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 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-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.

Admission of Children Outside of Their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (between 1 April and 31 August) 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 based on 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 parents' 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 (ie 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 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 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 Governing body reserves 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.



St. Mary & St. Andrew's Catholic Primary School

Request for a place at St Mary & St Andrew's Catholic Primary School Supplementary Information Form (SIF)

If you are applying for a place for your child in St. Mary & St. Andrew's 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.

PART A to be completed by applicant's parent or guardian

1. Name of Applicant: _____
2. Address of Applicant: _____
3. Date of Birth: _____
4. What is your faith community? _____
5. Parish/faith community in which you live: _____
6. Name of Parish/faith community in which you worship, if different from above: _____
7. If a Roman Catholic, I confirm that the applicant is a baptised Catholic and enclose proof of baptism (Baptismal Certificate) obtained from the Parish where the applicant was baptised.

Yes No

9. Name(s) of any sibling(s) who will be attending St Mary and St Andrew's at the time of the applicants' planned admission in September 2019.

Names

Date of Birth

Signature of Parent _____ Date _____

PART B to be completed by Minister of Religion if applying for a place on religious grounds but the child is not Catholic.

If of a faith other than Catholic, please will you confirm that the applicant is a member of your faith community.

Minister/Leader (Print name): _____ Position held: _____

Address: _____

Signed & dated: _____

Please return this form to: St Mary and St Andrew's Catholic Primary School by; 15 January 2019