



## St Wulstan's & St Edmund's Catholic Primary School & Nursery

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### **Determined Admissions Criteria 2019/20**

St Wulstan's & St Edmund's Catholic school is situated in the Diocese of Lancaster and is maintained by the Local Authority.

The Governing body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:

- The advice of the Diocesan Trustees on the nature and purpose of Catholic Schools;
- The Governing Body's responsibility towards the school and the Catholic community it serves
- The Catholic character of the school and its Mission Statement.

The Governing Body has set the planned admission number for St Wulstan's & St. Edmund's at 45. The infant class size rule of 30 is adhered to.

Applications for a place at the school should be made on the Local Authority Common Application Form and returned to the Local Authority or online.

Parents who wish their application 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 Form may result in your child being considered against a lower criteria, as the Governing body will have no information upon which to assess the application. The Supplementary Form should be returned to the school along with proof of baptism.

### **Admissions Criteria 2019/20**

1. Catholic Looked After Children and adopted children who were previously looked after. \*
2. Baptised Catholics and have a relationship including: as brother or sister, half-brother or half-sister, step brother, step sister, fostered or adopted children living at the same address as a pupil already attending the school at the time the application is made and is still at the school in September of admission.
3. Other Baptised Catholic children.
4. Looked after children and adopted children who were previously looked after, who are not Baptised Catholic children\*
5. Other Baptised children.
6. Other children with siblings in school.
7. Other children

\*The term 'Looked After Children' describes those children in care and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**Please note:** that if your child is admitted to a nursery class attached to an infant or primary school this **does not** mean that he or she will subsequently be automatically entitled to attend that school's reception class. The primary school admissions process is an **entirely separate procedure** and all parents **must** apply for places in primary schools for each child. Attendance at a nursery class attached to a school **does not** therefore increase a child's priority for a place at that school.

#### Waiting List

A waiting list for children who have not been offered a place will be kept and ranked according to the Admissions Criteria throughout the Autumn term.

#### Tie-Breaker

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).

#### Shared responsibility

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, parents may be asked to provide evidence in the form of a copy of a tax credit award or recent bank/building society statement showing child benefit paid into their account.

#### Twins/Triplets etc

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 requirement 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. This may also apply to siblings who are in the same year group.

#### Arrangements for Admission

Parents must complete the local authority Application Form and return it to them by the date stated. This form **should not** be returned to the school, only the Supplementary Form should be returned to the school. If the school is under subscribed late applications will be considered – see below.

#### Part-time Admission

Parents may request that their child attends school part-time until she/he reaches compulsory school age.

#### Deferred entry to Primary school

The Local Authority **allows** parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities **must** hold the place for that child and **not** offer it to another child. Parents are not able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted.

#### Late applications

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

The Admissions Committee of the Governing Body will consider all applications at the same time after the closing date.

Lancashire LA will write to all parents who completed the common application form to inform them of the offer of a school place.

### 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.





DIOCESE OF LANCASTER

ADMISSION TO LANCASHIRE CATHOLIC SCHOOLS  
SUPPLEMENTARY FAITH REQUEST FORM

**St. Wulstan's & St. Edmund's Catholic Primary School & Nursery**

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If you are applying for a place for your child in St Wulstan's & St Edmund'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.

***This form must be completed by the parent/guardian and signed by a Minister of Religion, where necessary***

**SECTION A** (To be completed by child/applicant's parent or guardian)

Name of child/applicant: \_\_\_\_\_

Address of child/applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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If a **Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism or letter from a priest confirming applicant's preparation for Catholic baptism or faith membership

Yes  No

If **Christian**, I confirm that the applicant is a baptised Christian and enclose proof of baptism e.g, copy of Baptismal Certificate or details of place and date of baptism

Yes  No

Name(s) of any sibling(s) who will be attending St Wulstan's & St Edmund's at time of the applicant's planned admission in September 2019

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Please return form to: (St. Wulstan's & St. Edmund's School Office)**