

# Admission Policy

## 2022/2023

“Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6

THE CATHEDRAL

Catholic Primary School



*Unlocking Potential*

At The Cathedral Catholic Primary School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

### **Admission arrangements**

- The Cathedral School is a Catholic School in the trusteeship of the Diocese of Lancaster. It is maintained by Lancashire Education Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions.
- The co-ordination of admissions arrangements is undertaken by the Local Authority.
- For the school's year commencing September 2022, the Governing Body have determined that the number of children to be admitted will be a maximum of 30.
- The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith.
- The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society.
- The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.
- If any parent wishes to view The Cathedral School in session, prior to making an application, they would be most welcome. To arrange a convenient time they should telephone the School. If more information is needed about The Cathedral School, they should visit the website [www.cathedral.lancs.sch.uk](http://www.cathedral.lancs.sch.uk) or e-mail the School at [bursar@cathedral.lancs.sch.uk](mailto:bursar@cathedral.lancs.sch.uk)
- Parents or guardians will be informed by email of the outcome of their application on a common date designated by the Local Authority.
- Where an application has been successful, parents must tell the school of their intention to accept the place within 10 working days.
- For unsuccessful applications the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.

### **How to apply**

- Parents must complete a Local Authority Preference Form or apply online via the website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) (search school admissions).
- If you wish to have your application considered against that school's religious criteria then you must also complete the Supplementary Information Form.

### **Supplementary Information Form**

Parents who wish their application to this school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. This form is attached to this policy, available directly from the school and on the school's website. If the school is oversubscribed with admissions, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against a lower priority admission criteria.

### **Over-subscription criteria**

If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below:

- A. Baptised Catholic looked after children and previously looked after children.
- B. Baptised Catholic children who live in the parishes of the Cathedral and St Thomas More with a sibling in the school at the time of expected admission.
- C. Other Baptised Catholic children who live in the parishes of the Cathedral and St Thomas More.
- D. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
- E. Other Baptised Catholic children.
- F. Other looked after children and previously looked after children.
- G. Other children with a sibling in the school at the time of expected admission.
- H. Other children.

Note: As required by law children with a Statement of Special Education Needs or an Education Health Care Plan who name our school will be admitted before the application of the over-subscription criteria.

### **Baptised Catholic**

For a child to be considered as a Catholic evidence of a Catholic Baptism is required. A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the appropriate diocesan authority will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Evidence of a Catholic Baptism must be received by 1 March at the very latest.

### **Looked After Children**

This 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.

## **Siblings**

These are brothers, sisters, half-brothers, half-sisters, step brothers, step sisters, fostered and adopted children residing at the same address in the school at the time of admission.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion: Where there are more applicants for the available places within a category, then the distance between the Ordinance 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).

## **Multiple births**

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.

## **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until 31 December of the relevant admissions round

## **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. 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 evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## **Non Routine or In Year Admissions**

It sometimes happens that a pupil needs to change school other than at the normal time, such admissions are known as non-routine admissions or in-year admissions. Parents wishing their child to

attend the 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 governor's admission 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.

### **Deferred Admission**

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 your child's fifth birthday 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. If a child is a "summer born child" (1 April-31 August) parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year.

If a parent wishes their child to be educated out of their normal school year (eg kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

### **Part time attendance**

Parents can request that their child attends part time until the child reaches compulsory school age (i.e. 5 years of age).

# The Cathedral Catholic Primary School



## Supplementary Information Form

### September 2022/2023

Please complete this supplementary information form carefully. The information provided will be used by the Governors to apply the school's admission criteria.

Child's surname ..... Forename(s) .....

Date of Birth ..... Male/Female .....

Address (i.e where the child wakes up for the majority of Monday to Friday mornings):

.....

Post Code ..... Telephone Number .....

Name of parent.....

Is the child in public care? – Yes / No (Please circle)

Name of guardian .....

Address of parent/guardian if different to above:

.....Post Code .....

Names of other siblings attending The Cathedral School in September 2022.

.....

Is your child Catholic?.....

Name and address of place of Baptism .....

Post Code ..... Date of Baptism .....

Copy of Baptismal certificate attached (please tick)

Name and address of Church normally attended

.....

Signed ..... Date .....

Please return this completed form, together with a copy of your child's Baptism Certificate, to the Headteacher, The Cathedral Catholic Primary School, Balmoral Road, Lancaster, LA1 3BT. Please note that failure to attach a Baptism Certificate may result in your application for a place being considered against a lower priority admission criteria. Please return this form with the Baptism Certificate no later than 11<sup>th</sup> January 2022.

To obtain a copy of your child's Baptismal certificate, please apply to the church in which the Baptism took place.



## Admission Policy 2022/2023

The Admission Policy is based on best practice advice from Lancashire County Council.

The implementation of this policy will be monitored by Mrs Holt in consultation with the Leadership Team and a nominated Governor.

This policy will be reviewed as appropriate by The Faith & Community Committee

Intended Policy Review Date – October 2021

Approved by \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

Approved by \_\_\_\_\_ (Governor)

Date: \_\_\_\_\_