

## **ST CLARE'S CATHOLIC PRIMARY SCHOOL**

### **ADMISSIONS POLICY FOR SEPTEMBER 2023 TO AUGUST 2024**

#### **INTRODUCTION**

St Clare'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 Clare's Catholic School.

St Clare'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.

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 reception or infant class.

For September 2020, the Admission Number for St Clare's Catholic Primary was 36, of which 36 offers were made.

#### **THIS NEEDS TO BE CONFIRMED WHEN ALL OFFERS HAVE BEEN ALLOCATED TO PARENTS FOR THIS COMING INTAKE.**

The Governing Body has set the planned admissions number for September 2021 at 36. The Local Authority and other parties required by law have been consulted on this.

## ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2023

1. Applications for a place at the school should be made on the Local Authority common application form or online and returned to the Local Authority no later than 15<sup>th</sup> January 2023.
2. Parents must complete the common application form available from the Local Authority. **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 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.

The supplementary information form should be returned to the school by **15<sup>th</sup> January 2023.**

3. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. As required by law, all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.
6. Parents or guardians will be informed of the outcome of their application in writing on the date specified by the LEA. If a place has been offered, parents must write to the school confirming their intention to accept the place.
8. Unsuccessful applicants will be informed in writing. 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.
8. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Letters advising of an unsuccessful application will also inform parents of their child's position on the waiting list.

## **OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 36 children in September 2021. 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.

- (i) Baptised Catholic looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (ii) Baptised Catholic children who are: - (a) resident in the Parish of St Clare's, (b) are registered and attend the Parish of St Clare's or (c) attend the Parish of St Clare's. 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 (see notes).
- (iii) Baptised Catholic children who have a sibling in the school at the time of expected admission.
- (iv) Baptised Catholic children resident in the parish of St Mary, Fernyhalgh.
- (v) Other baptised Catholic children.
- (vi) Non-Catholic looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (vii) Other Non-Catholic Children who have a sibling in the school at the time of expected admission.
- (viii) Children of other faiths
- (ix) Other children

### **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 is 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).

## **EXPLANATORY NOTES**

(These notes are part of the policy)

### **Children in public care**

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of a local authority or provided with accommodation by that authority.

**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 will be the address which is registered with the child's G.P.

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."

### **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. In exceptional circumstances, we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

### **Late Applications**

Applications received after the closing date of Tuesday 15<sup>th</sup> January 2018 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 Summer 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.

### **Deferred Entry**

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.

### **In Year / 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 as necessary. 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 their normal age range**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child\* 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. The Governing Body will take decisions on any such requests on the circumstances of each case. 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.

When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will clearly state the reasons for their decision.

Where the Governing Body agrees to a parent's 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 (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Body **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 of 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 the 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 term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

**ADMISSION TO ST CLARE'S CATHOLIC PRIMARY SCHOOL  
SEPTEMBER 2023  
SUPPLEMENTARY INFORMATION FORM**

If you are applying a place for your child in St Clare'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 should be completed by the parent/guardian and signed by a Priest or a Minister of Religion.

A1 Name of applicant \_\_\_\_\_

A2 Address of applicant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A4 Parish/area of faith community in which you live \_\_\_\_\_

A5 Name of Parish/area of faith community in which you worship, if different from above

\_\_\_\_\_

A6 Name(s) of any sibling(s) who will be attending St Clare's Catholic Primary School at the applicants planned admission in September 2021

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

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

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

A7 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

Please ask the Parish Priest of Parish where you live or where you worship to confirm this information below. I confirm that, to the best of my knowledge, the above information is correct.

Signed \_\_\_\_\_ Printed name \_\_\_\_\_

Parish of \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to: St Clare's Catholic Primary School by; 15<sup>th</sup> January 2023