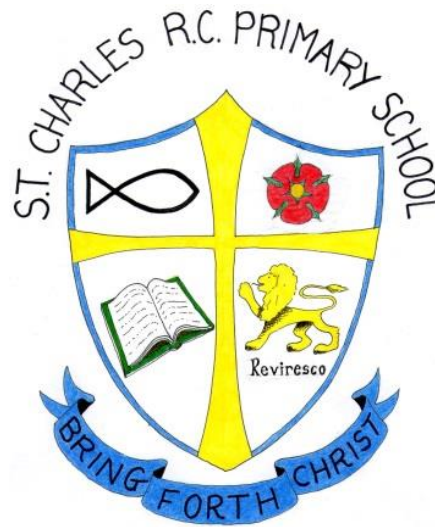


# ST CHARLES' RC PRIMARY SCHOOL

## ADMISSIONS POLICY 2024/25



*"Bring Forth Christ"*

Updated: March 2023

By: Mr Patrick Kennedy

Approved by Governors: March 2023

The Head teacher is responsible for monitoring this policy

### Signatures

Chair of Governors:

Date:

Head teacher:

Date:

Review Date:

February 2024

## ADMISSION POLICY AND ARRANGEMENTS 2024/2025

**St Charles'** is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by **Lancashire Authority** and is a voluntary aided School. The Governing Board 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 2024, the Governing Body has determined that the number of children to be admitted to Reception Class will be 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.

Admissions to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the website <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place/>

If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form which is at the end of this policy or available from the school.

If there are fewer than **30** applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. 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;
2. Baptised Catholic children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;\*
3. Baptised Catholic children who have a sibling in the school at the time of admission;
4. Baptised Catholic children resident in the parish of St. Charles, Borromeo, Rishton;
5. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;\*
6. Other children who have a sibling in the school at the time of admission;
7. Other Baptised Catholic Children;
8. All remaining applicants.

\*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

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).

#### Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. 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.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board 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 **Episcopal Vicar of Education or officers of the DDFE** 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.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

- g. For ‘In Year’ applications received outside the normal admissions round, if places are available they will be offered to those who apply. In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school office.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school’s appeal form on Lancashire County Council’s website.

- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a “summer born child”, 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 (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.

#### **[Admission of children outside their normal age group]**

*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[1] 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 on the basis of 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 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 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 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.

[1] 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.]

- I. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

#### **[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 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.]

## St. Charles' RCP School

### Admission to Primary School - September 2024

<b>SCHOOL APPLIED FOR:</b>	St Charles' RCP School, Knowles Street, Rishton, BB1 4HT		
<b>APPLICANT INFORMATION:</b>			
<b>NAME OF PARENT(S)/ GUARDIAN(S):</b>			
<b>ADDRESS:</b>			
<b>CHILD INFORMATION:</b>			
<b>NAME OF CHILD:</b>			
<b>ADDRESS (IF DIFFERENT FROM ABOVE):</b>			
<b>IS THE CHILD A BAPTISED CATHOLIC?</b>	<b>YES:</b>		<b>NO:</b>
<b>IF YES, PLEASE PROVIDE INFORMATION ABOUT THE CHILD'S BAPTISM (DATE AND PARISH):</b>			
<b>IN WHICH PARISH DOES THE CHILD CURRENTLY LIVE (SEE NOTE 2 - OVERLEAF):</b>			
<b>STATEMENT FORM</b>			
<small>TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC</small>			
<b>MINISTER/LEADER (PRINT NAME):</b>			
<b>ADDRESS:</b>			
<b>POSITION HELD:</b>			
<b>SIGNED:</b>		<b>DATE:</b>	

## NOTES FOR INFORMATION:

### 1. Supplementary Information Form (SIF)

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form - either the on-line or paper version. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

### 2. Evidence of Baptism - Catholic

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate or letter confirming baptism by the Parish priest will be required to confirm your child is a baptised Catholic.

**PLEASE PRINT A HARD COPY OF THIS FORM AND RETURN IT DIRECT TO ST CHARLES' PRIMARY SCHOOL. THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE (OR PAPER) APPLICATION FORM.**