

## Holy Souls R.C. Primary School, Blackburn.

### Admission Policy for 2018/2019

These procedures apply to admissions to Holy Souls Primary School, which is a Roman Catholic Voluntary Aided School, provided by the Diocese of Salford and is maintained by Blackburn with Darwen Local Authority. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

Applications for admission to the school for September 2018 should be made on the common application form enclosed with the Local Authority's brochure or on-line. These applications are available between September 2016 and 15<sup>th</sup> January 2018. After the closing date of 15<sup>th</sup> January 2018, the admission committee will allocate places. All preferences listed on the common application form will be considered on an equal basis with the following set of admission criteria forming a priority order where there are more applications for admissions than the school has places available.

Letters informing parents of whether or not their child has been allocated a place at Holy Souls will be sent out by the Local Authority by 16<sup>th</sup> April 2018. Parent(s)/carer(s) of children not admitted will be informed of the reason and offered an alternative school place by the Local Authority.

For the academic year, 2018/2019, the admission number is: 30.

Children who have either an Education, Health and Care Plan, Statement of Special Educational Needs or an Individual Pupil Resource Agreement, where the named school is Holy Souls RC Primary School, will be given priority above other children. Thereafter, if the demand for places exceeds the number of places available, priority will be given to the following categories listed below in priority order:

1. Looked after children and previously looked after children (see note a)
2. Baptised Roman Catholic children, who have a sibling in school at time of application and admission (see note b)
3. Baptised Roman Catholic children resident in the parishes of Holy Souls, Good Shepherd and Sacred Heart
4. Other baptised Catholic children
5. Other children who have a sibling in the school at the time of application and admission (see note b)
6. All remaining applicants

#### Notes:

- a. A looked after child is a child who is in care of the Local Authority or being provided with accommodation by the Local Authority in the exercise of their Social Services function. A previously looked after child is one who immediately moved on from status after being adopted or becoming subject to a residence/child arrangement order or special guardianship order
- b. "Sibling" includes half, step, foster and adopted siblings or the child of the parent/carers partner who live at the same address
- c. Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week. Where care is split equally the house hold in receipt of the child benefit will determine the address used.
- d. Where twins/children of multiple births request admission where one of the children is the 30<sup>th</sup> child admitted the other child or children may also be admitted. This also includes exceptions under the school admissions code

## **Tiebreaker**

If in any one category there are more applicants than places available, priority will be given based on proximity to the school, nearer addresses having priority over more distant ones. The distance will be measured in a straight line ("as the crow flies") from the school gates to the family home, using a computer system. 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). The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

Each Roman Catholic applicant will be required to produce a baptismal certificate unless they were baptised at Holy Souls Church, where baptismal records will be checked.

Copies of a map showing the parish boundaries are available from the school.

It is the duty of Governors to comply with class size limits at Key Stage 1. This means that the school cannot admit more than 30 children in Key Stage 1 classes, except as in (note d).

Children who apply for a place and are not admitted will have their names placed on Holy Souls waiting list which is kept until the child leaves primary school. The order of names on the waiting list is based on the admission criteria and not the date of application. This may mean that a child may join the waiting list and have a higher priority than children who have 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 is offered a place. This is not dependent on whether an appeal has been submitted. Looked after children or previously looked after children and those allocated a place at the school in accordance with the Fair access protocol will take precedence over those on the waiting list.

In-year applications will be considered when they are received and places offered if available. If there is already a waiting list for that year group, then the child's name will be added to the waiting list. If more applications are received at a particular time than there are places available then published oversubscription criteria will be applied to those applications and places offered accordingly. Those who are not offered places will have their names added to the waiting list.

## **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 for applications will be considered after all the others, and placed on the waiting list in order according to the criteria.

## **Fraudulent applications**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent/carer (e.g. giving a false address in order to gain an advantage), then the offer of a place may be withdrawn.

## **Appeals**

Where the Governors are unable to offer a place because the school is oversubscribed, parent(s)/carer(s) have the right to appeal to an Independent Appeal Panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002. Appeal forms are available from the school office. Appeal forms should be completed and returned to the school by 17th May 2017.

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

Parent(s)/carer(s) 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. Parent(s)/carer(s) of a summer born child (born 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.

### **Children who are already of school age**

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

### **Children seeking admission to reception in the September after their fifth birthday**

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

### **Making the decision**

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the Parent(s)/carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.