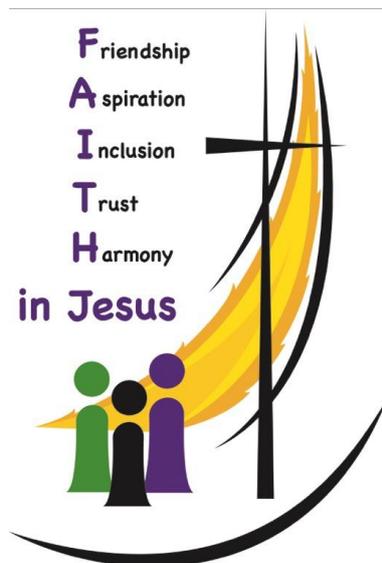


St. Joseph's R. C. Primary School



## Admissions Policy



# ST JOSEPH'S RC PRIMARY SCHOOL

Limes Avenue,  
Darwen,  
BB3 2SG

## Admission Arrangements for 2018/19

St. Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Blackburn with Darwen Local Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The Governing Body's planned admission number for the school year commencing September 2018 is 30.

Any child with either an education, health and care plan, a statement of Special Educational Needs or an Individual Pupil Resource Agreement naming the school must be admitted first. Thereafter, decisions on admission to the school will be made by the Governing Body, subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available:

1. Baptised Roman Catholic Looked After Children and previously Looked After Children (see note a and b)
2. Baptised Roman Catholic children with a sibling attending the school at the time of admission. (see notes a and c)
3. Baptised Roman Catholic children who are resident in the Parish of St. Joseph's (see notes a and d)
4. Other baptised Roman Catholic children (see note a)
5. Other Looked after children and previously looked after children (see note b)
6. Other children with a sibling attending the school at the time of admission (see note c)
7. Other children

### Tiebreaker

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school (determined by the safest and shortest walking distance from the front door of the child's main residence to the front door of the school, measured using a digital mapping system, nearer addresses having highest priority). If it is not possible to differentiate between two or more cases on that basis, then the remaining place will be randomly drawn by a computer system. The draw will take place at the Local Authority's offices, and the name(s) will be drawn by a local authority officer who is independent of the admissions process.

### Priority for Twins/Multiple births

It is the duty of the Governors to comply with the class size limit at Reception and Key Stage One. This means that the school cannot operate classes in Reception and Key Stage One of more than 30 children. However, the Governing Body of St Joseph's RC Primary School may choose to exceed KS1 Class Size regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted.

### Notes:

- a. Roman Catholic child means one Baptised in a Roman Catholic Church (a Baptismal certificate will be required) or a Baptised Christian subsequently received into the Roman Catholic Church (a letter to confirm this reception would be required from a Roman Catholic Priest.)
- b. 'Looked after' means that the child was
  - (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 functionsA 'previously Looked After Child' is one who was looked after, but ceased to be so because they were adopted or became subject to a residence/child arrangement order or special guardianship order.
- c. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- d. Parents should check carefully whether they are resident within the Parish boundary of St. Joseph's. A map illustrating the boundary is available in school. Applicants resident in the parish of St Joseph's will be required to provide proof of address by supplying an original, up-to-date utility bill or family credit book. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be determined as being where the child sleeps for the majority of the school week.
- e. The Governing Body reserve the right to withdraw the offer of a place where false evidence is received in relation to baptism, sibling connections, place of residence or any other material facts presented.

### Admissions Process

1. The Governing Body is the Admissions Authority. The Admissions committee is comprised of the Head Teacher and 2 foundation governors.
2. In the autumn term all parents should obtain a copy of the Local Authority "Primary Admission" Booklet which gives details of the LA co-ordinated admission arrangements. There are available from Local Authority offices, public libraries and schools. This booklet is also available on-line on the LA's website. Parents must complete the common application form from the booklet or apply on-line at [www.blackburn.gov.uk](http://www.blackburn.gov.uk), and express up to three preferences for primary school admission. The closing date for all applicants is January 15, 2018.

3. All applications received by the closing date will be considered by the governors at the same time. Late applications will only be considered after all the applications received by the closing date have been considered, unless there are exceptional reasons for the application being submitted late (e.g. hospitalisation, moving in after closing date) and the application is received before places have been allocated.
4. Parents will be informed of the Governors' decision by the LA on April 16, 2018. An offer of a place **does not guarantee** a place for brothers and sisters in subsequent years.
5. If an application for admission has been turned down by the Governing body, parents can appeal to an Independent Appeal Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing. The decision of the Appeal Panel is binding on all parties.

### **Waiting List**

Children who are not admitted will have their name placed on the 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 waiting list according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later may 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. Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list. The Waiting List will operate until 31<sup>st</sup> December 2018 only.

### **In-Year applications**

"In-year" applications (received outside the normal admissions round) will be considered when they are received and places offered if available. If more applications are received at a particular time than there are places available then the published oversubscription criteria will be applied to those applications and places offered accordingly.

### **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.

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

Parents/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. Parents 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 Head Teacher 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/carer 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.

**Review:**

The governing body will review this policy every year. However it may be reviewed earlier if new government regulations are introduced, or if the governing body receives recommendations on how the policy might be improved.

**\*Signed:**  
(chair of governors)

**Date:** 9<sup>th</sup> December 2016

**Review due:** Spring 2018