



## **OUR LADY OF PERPETUAL SUCCOUR R.C. PRIMARY SCHOOL ADMISSION POLICY September 2017**

Our Lady of Perpetual Succour is a Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Blackburn with Darwen Local Authority. As a voluntary aided primary school, the Governing Body is the Admission Authority and is responsible for taking decisions on applicants for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2017, the Governing Body has set its admissions number at **30**.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of **ADMISSIONS CRITERIA** forming a priority order where there are more applications for admissions than the school has places available.

The Governing Body will consider all preferences equally and in the event that there are more applicants than places, after admitting Children who have an Education, Health and Care Plan or a Statement of Special Educational Needs or an Individual Pupil Resource Agreement naming this school, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

1. Baptised Catholic Looked After Children and previously Looked After Children - This includes any "looked after child" and any child who was previously looked after but immediately after being looked after was adopted or became subject to a residence order/child arrangement order or special guardianship order. (see note b)
2. Baptised Catholic children who have a sibling in school at the time of admission. (see note g)
3. Baptised Catholic children resident in the parish of Our Lady of Perpetual Succour. A map of the Parish boundaries is available in school.
4. Baptised Catholic children .
5. Non Catholic Looked After Children and previously Looked After Children - This includes any "looked after child" and any child who was previously looked after but immediately after being looked after was adopted or became subject to an adoption, a residence order/child arrangement order or special guardianship order - (see note b).

6. Non Catholic children who have a sibling in the school at the time of admission. (see note g)
7. Other children.

#### Tie-Breaker

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same or two or more applicants where this distance would be the last place/s to be allocated, the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The random draw will be carried out at the Local Authority's offices by a Local Authority officer who has no involvement in the School Admissions process.

#### **Notes**

- a) All applications received by the closing date of 15 January 2017 will be considered at the same time.
- 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 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) For a child to be considered as a Baptised Catholic evidence of a Catholic Baptism must be provided. A copy of the Baptism certificate would be required.
- d) Parents should check carefully whether they are resident within the parish boundary of Our Lady of Perpetual Succour. A map is available in school for this purpose. All applicants claiming residence in the parish of Our Lady of Perpetual Succour will be required to provide proof of address, by supplying an original, up-to-date, utility bill.
- e) It is the duty of the governors to comply with regulations on class size limits at Key Stage One.
- f) 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 resides for the majority of the school week.
- g) Sibling is defined as a brother or sister, step brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. 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.

Parents will be informed of their child's position on the waiting list which will not be operated beyond 31<sup>st</sup> December 2017.

For 'In Year' applications received outside the normal admissions round and if places are available then children will be admitted. 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."

If an application for admission has been turned down by the Governing Body, parents can 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.

Where a child is below compulsory school age parents can request that the date for their child, to start school is deferred to later in the school year or until the term when they reach compulsory school age. (please see below in respect of applications for admission outside a child's normal year group).

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

## ADMISSIONS PROCESS

- a) In the autumn term parents must obtain a copy of the Local Authority 'Primary Admission Booklet' (available on the Council's website) which gives details of the LA co-ordinated admissions arrangements. If you do not have your child's name in the school's admission file these are available from Local Authority offices and primary schools. It is the responsibility of the parent to make sure that they obtain this booklet and return the forms to school.
- b) Parents must complete a common application form and may express three preferences for primary school admission. The closing date for all applications is, **15 January, 2017**. All applications received by the closing date will be considered by the governors at the same time according to the published criteria.
- c) Parents will be informed of the governors' decision by Blackburn with Darwen Local Authority on **16 April, 2017**. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on the waiting list with all other unsuccessful applications. The names on this waiting list will be in the order resulting from the application of the admission 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. 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.

- d) The waiting list will be maintained until 31<sup>st</sup> December 2017 only.

## **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.