

**ST ALBAN'S RC PRIMARY SCHOOL
ADMISSIONS POLICY**

Admission Arrangements for 2017/18

St Alban's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Blackburn with Darwen Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2016, the Governing Body has set the admissions number at 30.

- Children who either have an Education, Health and Care Plan, a Statement of Special Educational Needs or an Individual Pupil Resourcing Agreement (IPRA) where the named school is St Alban's will be given priority above all other children.

Admission applications will be decided by the Governing Body, which will consider all stated parental preferences it receives. If there are more applications for admission than the school has places available, then places will be allocated using the following criteria in priority order.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children. (see note e)
2. Baptised Roman Catholic children who are resident in the Parish of St Albans and Good Shepherd (see note c) and will have a sibling attending the school at the time of admission. (see note b)
3. Baptised Roman Catholic children who are resident in the Parish of St. Alban's and Good Shepherd. (see note c)
4. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission.
5. Baptised Roman Catholic children.
6. Other Looked After and previously looked after Children (see note e)
7. Other children with a sibling attending the school at the time of admission. (see note b)
8. Any other children.

Where there are more applicants for the available places within any category, then distance from home front door to the main gates of the school in a straight line, using a computer, will be used as the final determining factor, nearer addresses having priority over more distant ones.

Tie-breaker

If category (2) (3) (4) (5) (6) (7) or (8) is oversubscribed, geographical proximity (as listed above will be used as the 'tie-breaker' to decide between the remaining cases within the category. If after measuring distances it is still not possible to decide on the children to be offered admission

(for example if only one place is left but there are two children living at the same address seeking admission) 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. Baptised Roman Catholic Child means one Baptised in a Roman Catholic Church (Baptismal certificate required) or a baptised Christian subsequently received into the Roman Catholic Church as evidenced by a letter confirming the reception from a Roman Catholic Priest.
- b. 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.
- c. Parents should check carefully whether they are resident within the parish boundary of St Alban's and Good Shepherd. A map is available in school for this purpose.

- d. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.
- e. 'Looked after' means that the child is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
'Previously Looked after' children means children who were previously 'Looked After' but immediately after being 'Looked After' were adopted or became subject to a, residence/child arrangement order or special guardianship order.

Priority for Twins/Multiple births

Where a family of twins and children of multiple births request admission where one of the children is the 30th child admitted the other child or children may be admitted.

In 2016 the governors received 78 preferences.

Application Process:

Applications for admission to the school must be made on the LA form (enclosed with the LA's brochure or on line) between 1 September and the closing date in January specified on the application form. (15th January). When 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 the others. Otherwise applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

After the allocations process has been completed, the LA will send out offer letters to all parents within their area on 16th April 2017.

Applicants who are not offered a place at St Alban's 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 31st December 2017 only.

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents should notify the clerk to the governors at the school by 16 May, 2017. Parents will then have the opportunity to submit their case to the panel in writing and also to attend to present their case.

'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'.

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.

Deferred Admissions

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 to children outside their normal age group

Parent/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 1st April and 31st 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 0 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 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 of 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 an admission authority's decision not to admit their child outside their normal age group.