

ST ANTONY'S R C PRIMARY SCHOOL

ADMISSION POLICY 2016/17

This is a Roman Catholic Primary School. We aim to provide an education which is distinctly Catholic in its ethos. Our Admission Policy reflects a desire to protect the ethos of the school. Through the teaching of the Catholic doctrine and the celebration of the liturgy, we hope to foster in our children a love of Christ's way of life.

The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The number of places available for admission to the Reception class in September 2017 is 30. It is the duty of the governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.

Children whose fifth birthday falls between 1st September 2017 and 31st August 2018 will be admitted on 1st September 2017.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. Children with either an Education, Health and Care plan, a Statement of Special Educational Needs or Individual Pupil Resourcing Agreement (IPRA), where the named school is St Antony's, will be given priority above all other children. Applications to the school will be dealt with by the Governing Body in accordance with the following set of criteria which will be used to form a priority order if there are more applications than the school has places available.

- (a) Baptised Roman Catholic looked after children and previously looked after children. (see notes)**
- (b) Baptised Roman Catholic children with approved medical/social/welfare reasons affecting the child where these needs can only be met at this school. If you wish to be considered under this category there is certain evidence you must provide. (see notes).**
- (c) Baptised Roman Catholic children resident in the parish of the Holy Family (see notes).**
- (d) Baptised Roman Catholic children with a brother or sister attending the school at the time of application and admission (see notes).**
- (e) Baptised Roman Catholic children (see notes).**
- (f) Non-Catholic looked after children and previously looked after children (see note).**
- (g) Children with approved medical/social/welfare reasons affecting the child where these needs can only be met at this school. If you wish to be considered under this category there is certain evidence you must provide. (see notes)**
- (h) Other children.**

In the event of there being more applications within any category than places available, home to school distance will be used as the tiebreaker. Distances are measured as the crow flies, from home to the school gate, using the computerised mapping package offered by the Local Authority. If a further tiebreaker is needed, the decision will be made by random allocation. The draw will take place at (specify location), and the name(s) will be drawn by (specify who) who is independent of the admissions process.

NOTES (corresponding letters relate to criteria)

- (a) (b) (c) (d) (e) 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.
- (a) & (f) 'Previously Looked after' children are children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangements order, or special guardianship order ('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 functions).
- (c) Parents should check carefully whether they are resident within the parish boundary of The Holy Family. A map is available in school for this purpose.
- (d) Sibling is defined as being 'natural, step, half, fostered or adopted' brother or sister, living at the same address. 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.
- (b) & (g) If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend this particular school, and wish your application to be considered under criterion (b) or (g) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence **MUST** be received by the Local Authority **on or before the closing date** for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you **do not** provide the supporting evidence **on or before the closing date**, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion –

1. only *exceptional* reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under these criterion.
2. all schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under these criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for St Antony's .

(a - h) All parents will be required to provide proof of evidence of address, by supplying an original, up-to-date utility bill or family credit book.

The Governing Body reserves the right to give special consideration to twins/triplets/2 or more siblings in the same year group. If an application has been made for places for twins/triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group as a permitted exception to class size regulations.

Admissions Process

(1) In the autumn term, all applicants are advised to request a copy of the Local Authority 'Primary Admission Booklet' which gives details of all local schools and in accordance with which the school operates its Admission Policy. These are available from the Council's website www.blackburn.gov.uk/admissions, any Blackburn with Darwen Primary School and from the Children's Services Department.

(2) The online application form or the common application form should be completed and returned to the Council's Pupil Support and Admission Team by the closing date of 15th January 2017. All applications received by the closing date will be considered at the same time and in a fair way according to the published admission criteria. Late applications will not be considered until the results are known of offers made in respect of the applications made by the closing date.

(3) Parents will be informed of the governors' decision on the national offer date which is 16 April 2017. An offer of a place **does not guarantee** a place for brothers and sisters in subsequent years.

The LA's Admission Team will send letters on the 16th April 2017 to all parents/carers of BwD children informing them of the outcome of the application for admission into a primary school.

If admission is refused to any school, a letter will be sent which will inform the parents/carers of the alternative school to be offered. The LA's letter will advise parents/carers of their right of appeal.

All parents/carers will be asked to return acceptance slips/refusal slips to the LA Pupil Support and Admissions Team by 25th April 2017. After this date the LA will inform the relevant Admission Authorities of the children whose parents/carers have not returned the slips. The Admission Authorities will write to these parents/carers, informing them that if the offer/refusal slip is not returned within 7 days, the place will be withdrawn. If after 7 days no slip is received, the Admission Authorities will tell the LA which children to withdraw from the offer list. If the school has a reserve list the LA will make further offers and inform the school of the children. The process will continue until all places have been allocated.

(4) Any 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 31st December 2017 only.

(5) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk of 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 and the decision of the Appeals Panel is binding on the Governors and on the parents.

(6) “In-year” applications 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

(7) 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, place of residence or any other qualifying criterion.

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.