

## GOVERNORS POLICY STATEMENT ON ADMISSIONS 2017/18

St Edward'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 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 2017 the Governing Body has set its planned admission number at 30.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives. In the event that there are more applicants than places available, after admitting children who either have an education, health and care plan, or a statement of special educational needs naming the school, the Governing body will allocate places using the criteria below, which are listed in order of priority

- 1. Baptised Roman Catholic children who are 'looked after' or previously "looked after" (see notes a and b).**
- 2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.(see notes b and c below)**
- 3. Baptised Roman Catholic children who are resident in the Parish of Sacred Heart and St Edward's, Darwen (see notes b and d)**
- 4. Other Baptised Roman Catholic children (see note b).**
- 5. Other 'looked after' children or previously "looked after" children (see note a).**
- 6. Other children.**

### Tie-breaker

Where there are two or more applicants who have the same priority under the above rules and the number of places available means that not all can be offered a place, priority will then be given to those whose home address is nearest the school as measured by the computerised mapping package service offered by the LA. This is based on a 'crow flies' measurement rather than walking routes.

If after measuring distance it is still not possible to decide on the child(ren) to be offered admission (e.g. 2 children living in the same block of flats or the same house) then the Local Authority's system of a random draw will determine which child(ren) receive the offer(s). 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.

## Notes

### **a) Looked after and Previously Looked after children**

'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. Previously 'looked after' children are children who were looked after but immediately after being looked after were adopted or became subject to residence/child arrangement, or special guardianship order.

- b. 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.
- c. The term 'brother or sister' will be taken to include step brothers and sisters, foster children and children of partners living in the same household.
- d. Parents should check carefully whether they are resident within the parish boundary of Sacred Heart and St. Edward's, Darwen. A map is available in school for this purpose.
- e. It is the duty of the governors to comply with class size limits at Key Stage One, which requires that schools do not operate classes in Key Stage One of more than 30 children. However 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.
- 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 sleeps for the majority of the school week.

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. These are available from local education offices and primary schools and on-line at Blackburn with Darwen Borough Council's website. Parents must complete and submit their Council's Common application form by 15 January 2017.

All applications received by the closing date will be considered at the same time after the closing date for admissions (15<sup>th</sup> January 2017). Applicants will be considered in a fair way according to the published admissions criteria. Late applications will not be considered until after all the on-time applications have been considered and places allocated.

Parents will be informed of the governors' decision on the national Primary Offer date - 16<sup>th</sup> April 2017. An offer of a place **does not guarantee** a place for brothers and sisters in subsequent years.

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.

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 14 days of notification of refusal. The closing date for receipt of Appeal Forms to be heard in June 2017 is 16<sup>th</sup> May 2017. The dates 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.

Applicants who are not offered a place at St Edward'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 31<sup>st</sup> December 2017 only.

"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 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 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/carers 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.

**The Governing Body**  
**February 2016**