

## ST MARY & ST JOSEPH'S R C PRIMARY SCHOOL

### ADMISSION POLICY 2017-2018

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 2016 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.

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. In the event that there are more applicants than places, after admitting children with either an Education, health and care plan, a Statement of Special Educational Needs or an Individual Pupil Resource Agreement (IPRA) where the named school is St Mary & St Joseph's R C Primary School, the governing body will allocate places using the criteria below, which are listed in order of priority:-

- A. Baptised Roman Catholic Looked After Children and previously Looked After Children. (see note a)
- B. Baptised Roman Catholic children with a sibling attending the school at the time of application and admission (see note b)
- C. Baptised Roman Catholic children resident in the parish of the Holy Family (see notes c and d)
- D. Baptised Roman Catholic.
- E. Non Roman Catholic Looked After children and previously Looked After Children (see note a).
- F. Approved medical/social/welfare reasons affecting the child where these needs can only be met at this school. The school will require written evidence from an appropriate professional setting out the particular reasons why St Mary & St Joseph's is the most suitable school and the difficulties that would be caused if the child had to attend another school. (You must provide this information with your application).
- G. Other children with a sibling attending the school at the time of application and admission (see note b).
- H. Other children – those whose homes are nearest the school having priority. Distances are measured as the crow flies, from home to the school gate, using the computerised mapping package offered by the Local Authority.

#### Tie-Break

In the event of there being more applications within any category than places available, home to school distance (as set out in category H) will be used as the tiebreaker. If a further tiebreaker is needed, i.,e. if the distance is the same for two or more applicants where this would be the last place/s to be allocated, the Local Authority's system of a random draw will determine which child receives the offer. 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

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) '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. Children. 'Previously Looked After' means children who were previously 'looked after' but immediately after being looked after were adopted or became subject to an adoption, residence/child arrangement order, or special guardianship order.

b) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step 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.

c) Parents should check carefully whether they are resident within the parish boundary of the Holy Family. A map showing the parish boundaries is available in school.

d) 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) 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.

### **Admissions Process**

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, or to consult the Council's website where all the information is also available. Booklets are available from local authority offices, public libraries and primary schools. Applicants must complete the Common Application Form which is found in the back of the Primary Admission booklet or the online Common Application Form available on the council's website.

All applications received by the closing date which is 15th January 2017 will be considered at the same time, in accordance with the published admissions criteria.

Late applications will be considered after all others in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on the waiting list along with any other unsuccessful applicants.

Parents will be informed of the governors' decision on or after 16th April 2017 (National Offer Day for primary school applications). An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeal Panel. Appeal forms may be obtained from the Headteacher. This appeal must be sent in writing to the Clerk of Governors, at the school, by 17 May 2017. The parents must give their reasons for appealing in writing and will have the opportunity to attend a hearing and make oral representations. The decision of the Independent Appeal Panel is binding on all parties. In the event of an appeal being unsuccessful, the parent can only make a further application for a place in that year if there is a material change of circumstances.

The Governing Body reserves 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 medical/social/welfare need

### **Multiple Births**

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.

### **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 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. 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.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school to discuss this and then submit an “In Year Application Form” to the Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the governing body will have to refuse the application but information will be provided about how to appeal against this refusal.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **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/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.