

# ST PAUL'S RC PRIMARY SCHOOL

Preston Old Road  
Feniscowles  
BLACKBURN  
BB2 5EP

## GOVERNORS POLICY ON ADMISSIONS 2017/18

St Paul's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by 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 2017 the Governing Body has set its planned admission number at 30.

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 Paul's RCP, 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.

1. **'Looked after' and 'previously Looked After' children.**
2. **Baptised Roman Catholic children with a sibling attending the school at the time of application and admission (note b).**
3. **Baptised Roman Catholic children who are resident in the parishes of St Mary's and St John the Baptist (Pleasington Priory) and St Paul's Feniscowles (notes c and d).**
4. **Other Baptised Roman Catholic children.**
5. **Other children.**

### Tie-breaker

Where there are two or more applicants who have the same priority under the above criteria, priority will then be given to those whose home address is nearest the school measured as the crow flies. The distance will be measured by the computerised mapping package service offered by the LA. Where there are still two or more applicants with the same priority, the decision as to which child will be offered a place will be made by random allocation (lottery) carried out by the Local Authority. 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.

### Twins/multiple births

Governing Bodies in Primary/Infant Schools may exceed Class Size Regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted and the other(s) are beyond that limit.

## 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. Parent(s)/carer(s) should check carefully whether they are resident within the parish boundaries of St Mary and St John the Baptist (Pleasington Priory) and St Paul's Feniscowles. A map is available in school for this purpose.
- d. Where a child lives with parent(s)/carer(s) 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. 'Looked after' means that the child is (a) a child in the care of the local authority, or (b) a child 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 child arrangements order or special guardianship order.

### ADMISSION PROCESS

1. In the autumn term, all applicants are advised to request a copy of the local authority 'Primary School Admission Booklet' which gives details of all local schools and in accordance with which the school operates its admissions policy. These are available from the Council's website [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions), any Blackburn with Darwen Primary School and from the Pupil Support & Admissions team.
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 15 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 admissions 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. Parent(s)/carer(s) will be informed of the governors' decision on 16 April, 2017 (National Primary Offer Date). An offer of a place **does not guarantee** a place for brothers and sisters in subsequent years.

The LA's Admissions Team will send letters on the 16 April 2017 to all parent(s)/carer(s) 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 parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right to appeal.

All parents/carers will be asked to return acceptance slips / refusal slips to the LA Pupil Support and Admissions team by 26 April 2017. After this date the LA will inform the relevant Admission Authorities of the children whose parent(s)/carer(s) have not returned the slips. The Admission Authorities will write to these parent(s)/carer(s), 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 schools 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. The Waiting List will operate until 31<sup>st</sup> December 2017. 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.
5. If an application for admission has been turned down by the governing Body, parent(s)/carer(s) 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 Appeal Panel is binding on the Governors and on the parents.
6. For 'In Year' applications received outside the normal admission round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
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.