

St. Gregory's Catholic Primary School

DETERMINED ADMISSIONS POLICY FOR SEPTEMBER 2018

INTRODUCTION

St Gregory's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided primary school.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of *St Gregory's* Catholic School.

St Gregory's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are essential aspects of school life and influence the school curriculum.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: *The Headteacher, The Parish Priest (Fr. E Gannon), a Staff Governor (Mrs M Ryan) and a Foundation Governor (Mr S Sillitoe)*

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. No more than 30 children will be admitted to any one reception or infant class.

For September 2017, the Admission Number for *St Gregory's* Catholic Primary School was 30. A total of 146 applications were received by the closing date.

No applicant with a statement of Special Educational Needs that named the school was admitted.

2 – applicants were admitted under criterion 1

3- were admitted under criterion 2

7- were admitted under criterion 3

8 - were admitted under criterion 4

19 - were admitted under criterion 5

0 - were admitted under criterion 6

4 - were admitted under criterion 7

4- were admitted under criterion 8

99 - were admitted under criterion 9

The Governing Body has set the planned admissions number for September 2018 at 30. The Local Authority and other parties required by law have been consulted on this.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2018

1. Applications for a place at the school should be made on the Local Authority Common Application Form (ADM2) or online and returned to the Local Authority **no later than 15th January 2018**
2. Parents must complete the Common Application Form (ADM2) available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the *school's* Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.
3. The Supplementary Information Form should ***be returned to the school no later than 15th January 2018***

4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority **by 16th April 2018**.
6. As required by law, all children with an Educational Health Care Plan naming the school will be admitted before the application of the oversubscription criteria.

ADMISSIONS/OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 30 children in September 2018. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Looked after and previously looked after pupils.
2. Baptised Catholic children who live in the parish of St. Gregory's with a sibling in the school at the time of expected admission.
3. Baptised Catholic children who live in the parish of St. Gregory's
4. Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Baptised Catholic children.
6. Children with a sibling in the school at the time of expected admission who are members of other Christian denominations.
7. Children who are members of other Christian denominations.
8. Children with a sibling in school at the time of expected admission.
9. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion:

Applicants living nearest to the school. The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of school building. Distances are measured using Lancashire County Council's Geographic Information System. If the Governing Body is unable to distinguish between applicants in any of the oversubscription criteria using this distance tie breaker (e.g. applicants in the same block of flats) places will be offered via a random draw.

Additional information can be found at www.lancashire.gov.uk/schools

EXPLANATORY NOTES
(These notes are part of the policy)

Baptised Catholic

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a baptised Catholic is:

- One who has been baptised into full communion with the Roman Catholic Church. A copy of a baptismal certificate will be required.
- A child baptised in another Christian Church who has been received into full communion with the Roman Catholic Church. A certificate of reception into the Roman Catholic Church will be required.

Please note that all proofs of Baptism must be submitted by the closing date of *no later than 15th January 2018*. It is not the responsibility of the Governors to chase up evidence of Baptism.

Other Christian Denominations - (Categories 6 and 7)

Proof of eligibility for this category will be by:

- submission of a Baptismal certificate for the applicant **no later than 15th January 2018**

Children in public care

This means the highest priority **must** be given to looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

Siblings

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e., the address of the parent claiming the child benefit will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline of **no later than 15th January 2018**. Further evidence, e.g. utility bills, may also need to be submitted ***prior to the admissions committee meeting to allocate the available places.***

Multiple Births

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

Late Applications

Applications received after the closing date of **15th January 2018** will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

Waiting List

A waiting list for children who have not been offered a place will be kept and will be ranked according to the *admissions/oversubscription* criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

Fraudulent Applications

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

Appeal Arrangements

If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

Deferred Admissions and Part-time Provision

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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

In Year/Mid-year/Non Routine/Casual 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. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

*LANCASTER DIOCESAN SUPPLEMENTARY
INFORMATION FORM*

ADMISSION TO ST GREGORY'S CATHOLIC PRIMARY SCHOOL, SEPTEMBER 2018

SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child in *St Gregory's* Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority.

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

This form must be completed by the parent/guardian.

PART A (*To be completed by child/applicant's parent or guardian*)

1. Name of child/applicant: _____

2. Address of child/applicant: _____

If you are applying on faith grounds, complete the following sections:

3. Parish or area of faith community in which you live _____
e.g. St Joseph's, Wetherfield

Either complete Question 4a or 4b.

4a. If a **Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate

Yes No

4b. If from another Christian denomination, I confirm that the applicant is a baptised Christian and enclose Baptismal Certificate.

Yes No

P.T.O.

Section C

Name(s) of any sibling(s) who will be attending *St Gregory's* at time of the applicant's planned admission in September 2016

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Please return this Form to: *St Gregory's Catholic Primary School* **no later than 15th January 2018**