

# **ST. BRIDGET'S CATHOLIC PRIMARY SCHOOL EGREMONT**

## **ADMISSIONS POLICY FOR SEPTEMBER 2017 TO AUGUST 2018**

### **INTRODUCTION**

St. Bridget's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Cumbria Local Authority as a voluntary aided primary school. The admissions process is part of the Local Authority Co-ordinated Admissions Scheme.

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. Bridget's Catholic School.

St. Bridget'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:**

**Chair of Governors**

**Parish Priest**

**Headteacher**

**Co-opted Governor**

It is the duty of the Governors to comply with regulations on class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children. Additional children may be admitted under limited circumstances in line with the School Admissions Code.

The Governing Body has set the planned admissions number for September 2017 at 30.

## **ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2017**

1. Applications for a place at the school should be made on the Local Authority Common Application Form or online and returned to the Local Authority no later than 15<sup>th</sup> January 2017.

2. Parents must complete the Common Application Form 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 an 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.

**The Supplementary Information Form should be returned to the school by 15<sup>th</sup> January 2017.**

3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.

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.

6. As required by law, all children with a Statement of Special Educational Needs or and Education, Health and 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 2017. 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.

- a. Children who are baptised Catholics or who have been received into the Catholic Church\* and are looked after children or immediately after such status became subject to an adoption, residence or special guardianship order.
- b. Children who are baptised Catholics or who have been received into the Catholic Church\* and who live within the parish of St. Mary's, Egremont.
- c. Other baptised Catholic children or children who have been received into the Catholic Church\*.
- d. Other children who are looked after children or immediately after such status became subject to an adoption, residence or special guardianship order.
- e. Children who are baptised in or members of other Christian Churches\*.
- f. Other children.

\*Evidence of baptism or church membership must be provided and the attached Supplementary Information Form completed. Acceptable evidence is baptism certificate or note from priest/vicar etc.

Each of the criteria is to be regulated by the following principles which, acting as tie-breaking norms, indicate who is to be preferred for admission within each category of criteria. In order of preference these are:

- a. Siblings of children who will attend St. Bridget's School at the time of admission.
- b. Children of staff who have been employed at St. Bridget's School for two or more years or who have been recruited to meet the school's particular skills shortage.
- c. Applicants living nearest to the school. The distance measured will be the shortest walking route from the centre of the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. Distance measurements will be undertaken (*using the Local Authority's computerised Geographical Information System*).

## **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 by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (Proof of baptism with a copy of a baptismal certificate or details of the date and place of baptism will be required)
- A child baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register will be required)
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to Catholic baptism (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records will be required).

#### **Children in public care**

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of a local authority or provided with accommodation by that authority. It also includes children who were previously looked after but immediately after such status became subject to an adoption, residence or special guardianship order.

#### **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 15<sup>th</sup> January 2017. Further evidence, e.g. utility bills, may also need to be submitted by 31<sup>st</sup> January 2013.**

### **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. They are now able to offer places in such instances for both twins and all other multiple births, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group. These children will remain “excepted pupil(s)” for the time they are in the infant class or until the class numbers fall back to the current infant class size limit.

### **Late Applications**

Applications received after the closing date of **15<sup>th</sup> January 2017** 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 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 20 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.

## **In Year Admissions**

All parents requesting a school place, either because they are new to Cumbria Local Authority or because they are wishing to transfer schools within Cumbria Local Authority during the school year will be required to apply complete the relevant Local Authority Application Form and return it directly to the school.

Parents who wish their application to St Bridget’s Primary school to be considered against the priority faith criteria should also complete the school’s Supplementary Information Form and again return it directly to the school. If the school is oversubscribed with mid year applications at the time of requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

St. Bridget’s Catholic Primary School’s Admission Policy will be reviewed for the academic year 2018/19

**ADMISSION TO ST BRIDGET'S CATHOLIC PRIMARY SCHOOL, EGREMONT,  
SEPTEMBER 2017**

**SUPPLEMENTARY INFORMATION FORM**

If you are applying for a place for your child in St. Bridget'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.

**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 Mary's, Egremont*

**Your parish priest or minister of religion may be contacted to confirm this**

4. If a **Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or letter from a priest confirming applicant's preparation for Catholic baptism or faith membership.

Yes

No

5. If **non-Catholic Christian**, I confirm that the applicant is a Christian and enclose copy of Baptismal certificate or letter from clergyman confirming applicant's faith membership.

Yes

No

6. Name(s) of any sibling(s) who will be attending St. Bridget's School at the applicant's planned admission in September 2017.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Please return this Form to:**

St. Bridget's Catholic Primary School by 15<sup>TH</sup> January 2017