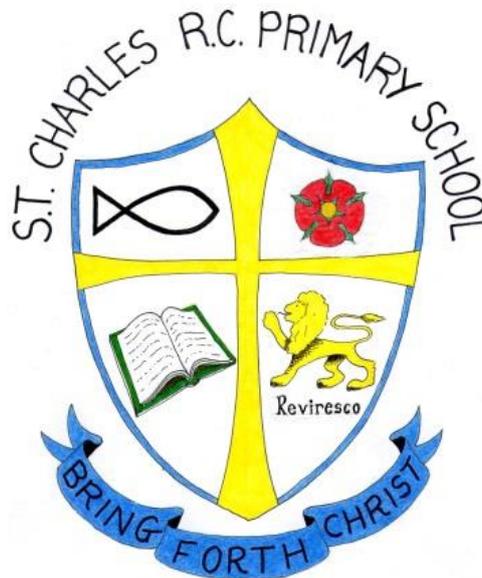


ST CHARLES' RC PRIMARY SCHOOL

ADMISSIONS POLICY 2019/20



"Bring Forth Christ"

Updated: October 2017

By: Mrs Vivien Baker

Approved by Governors: December 2017

The Head teacher is responsible for monitoring this policy

<u>Signatures</u>	
Chair of Governors:	
Date:	
Head teacher:	
Date:	

St Charles is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Lancashire County Council and is a voluntary aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2019, the Governing Body has determined that the number of children to be admitted to Reception Class will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the website <http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/>

If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

Example 2

1. Baptised Catholic Looked After Children and baptised Catholic previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of St Charles Borromeo, Rishton.
5. Looked After Children and previously Looked After Children.
6. Baptised Catholic Children of members of staff who have been employed at the school for two or more years at the time the application is made.
7. Other children who have a sibling in the school at the time of admission.
8. Other Baptised Catholic Children.
9. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by [the method used by the local authority]. In the event of distances being the same for 2 or more applicants, places will be allocated by [method used by the local authority].

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2019 (primary)/31st October 2018 (secondary). Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. A Looked After Child is a child who is (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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church

through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Salford Diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

St. Charles' RCP School

Admission to Primary School - September 2019

SCHOOL APPLIED FOR: St Charles' RCP School, Knowles Street, Rishton, BB1 4HT

APPLICANT INFORMATION:

Name of parent(s)/guardian(s): _____

Address: _____

CHILD INFORMATION:

Name of child: _____

Address of child: _____

(if different from above)

Is the child a baptised Catholic? Yes No

If 'yes', give the parish and date of baptism:

In which parish does the child currently live (*see note 2 - overleaf*):

STATEMENT FORM (TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)

Minister/Leader (Print name): _____

Address: _____

Position held: _____

Signed and dated: _____

NOTES FOR INFORMATION:

1. Supplementary Information Form (SIF)

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form - either the on-line or paper version. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

2. Evidence of Baptism - Catholic

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate or letter confirming baptism by the Parish priest will be required to confirm your child is a baptised Catholic.

PLEASE PRINT A HARD COPY OF THIS FORM AND RETURN IT DIRECTLY TO ST CHARLES' PRIMARY SCHOOL. THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE (OR PAPER) APPLICATION FORM.