



## St. Cuthbert's Catholic Primary School

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Care - Courtesy – Concern

## ADMISSIONS POLICY FOR SEPTEMBER 2011- AUGUST 2012

### INTRODUCTION

1. St. Cuthbert's is a Catholic primary school situated in the Diocese of Lancaster and maintained by Blackpool Council.
2. The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a 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.
3. The Governing Body has set the planned admissions number for 2011 at 30. The Council and other parties required by law have been consulted on this. It is the duty of the governors to comply with class size limits at Key Stage One. No more than 30 children will be admitted to any one reception or infant class.
4. 30 children were admitted for Sept 2010, 14 under criteria A/B and 16 under criteria C-G.
5. No more than 30 children will be admitted to any one reception or infant class.
6. Children will usually be admitted at the start of the Autumn term.
7. As required by law, children who have a statement of Special Educational Needs that names the school will be admitted before the application of the oversubscription criteria.

### ARRANGEMENTS FOR ADMISSION

- Applications for the school for September 2011 should be made on the common application form enclosed with the Blackpool Council Brochure "Admission to Blackpool Primary Schools" and returned no later than Friday 14<sup>th</sup> January 2011.
- Parents who wish their application to be considered against the faith criteria should also complete the school's supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in the application for a place in this school being considered against lower priority criteria as the governing Body will have no information concerning the child's baptism. The supplementary form should be returned to the school by Friday 14<sup>th</sup> January 2011.
- All applications will be considered at the same time after the given closing date by the Admission's Committee of the Governing Body. Parents will be informed by the local authority, in writing and on the

25<sup>th</sup> April 2011, of whether their child has been offered a place. If a place has been offered, parents must write to the school to confirm their intention to accept the place by the date specified in the formal offer letter. Children who are admitted will enter school at the start of the Autumn Term 2011.

### **ADMISSIONS CRITERIA**

If the number of applications for admission exceeds the number of places available, children will be admitted in order of priority A to G set out below:

- A. "Looked After" children
- B. Baptised Catholic children living in St. Cuthbert's parish.
- C. Other baptised Catholic children who have a sibling in the school at the time of admission
- D. Other children who have a sibling in the school at the time of admission
- E. Other baptised Catholic children
- F. Other baptised Christian children
- G. Other children whose parents wish them to be educated within the aims and values of a Catholic school.

If the number of children in any of the categories A-G is greater than the places available, applications will be further ranked as follows:

- I. children who will have a sibling in school at the time of admission (Category A/B only)
- II. children, or a member of their immediate family, with a specific and exceptional medical, social or emotional need and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker)
- III. children living nearest to the school as measured from the applicant's home address to the school. The distance is taken as a straight line between the main entrance of the school and the Ordnance Survey address point of the applicant's home address. Distances are measured automatically using the Council's Geographic Information System.

### **EXPLANATORY NOTES** *(These notes form part of the policy)*

#### ***Looked After children***

*This means children who are looked after by a local authority in accordance with section 22 of the Children Act 1989. These are children who are in the care of a local authority or provided with accommodation by that authority.*

#### ***Siblings***

*A sibling means a full brother or sister, half brother or sister, adopted brother or sister, or the child of a 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 the pupil***

*The address used on the application form must be the current one at the time of application. If the address changes subsequently, the parents must inform the school. In some cases, for example where the 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, ie. the address of the parent claiming child benefit, will be used.*

*If you are moving house and applying to the school, 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 school. This evidence*

*must be submitted as soon as possible and no later than the deadline of 14<sup>th</sup> January 2011. Further evidence eg utility bills will also need to be submitted by 31<sup>st</sup> March 2011.*

### **Multiple births**

*Where there are twins, or multiple birth children, 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. If places for both twins or all triplets, etc. cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered then the Governing Body, as admission authority, will use a random draw system to decide which pupil receives an offer.*

### **Waiting list**

*A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission 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.*

### **Late Applications**

*Applications received after the closing date of 14<sup>th</sup> January 2011 will be treated as late applications. Only in exceptional circumstances, with evidence provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time. Late applications will be ranked according to the admission criteria and placed at the appropriate place on the waiting list.*

### **Fraudulent applications**

*Where the governing body discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, 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.*

### **In year/mid year non-routine admissions**

*All parents requesting a school place, either because they are new to Blackpool or because they wish their child to transfer between schools within Blackpool, will be required to complete a Local Authority common application form. This will allow them to express up to 3 preferences. The admission of students to Blackpool schools will be coordinated by the Blackpool Local Authority School Admissions Team, in line with recent changes in legislation.*

### **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 in writing their reasons for appealing. The decision of the appeal panel is binding on the parents and on the governing body.*