



# St. Teresa's Catholic Primary School

## ADMISSIONS POLICY 2012 / 2013

St George's Avenue  
Thornton Cleveleys  
Lancashire  
FY5 3JW

[www.st-teresa.blackpool.sch.uk](http://www.st-teresa.blackpool.sch.uk)

1. St Teresa's is a Catholic primary school situated in the Diocese of Lancaster and is 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 2012 at 30. The Local Authority and other parties required by law have been consulted on this.
4. No more than 30 children will be admitted to any one reception or infant class.
5. The Governing Body operates a system of equal preference under which they consider all preferences equally according to its policy.

### **Admissions (over-subscription) criteria**

The Governors will admit 30 children in September 2012.

If the number of applications for admission exceeds the places available, children will be admitted according to the following order of priority:

- A. Baptised Catholic Looked After Children
- B. Baptised Catholic children living in St Teresa's Parish or St John Southworth Parish
- C. Other baptised Catholic children

- D. Looked After Children who are not Catholic children
- E. Children or families with a \*specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority.
- F. Children who will have a \*\*sibling on the school roll at the time of admission
- G. Other baptised Christian children
- H. Other children whose parents wish them to be educated within the aims and values of a Catholic school
- I. Children living nearest the school as measured by \*\*\*a straight line distance.

## NOTES

Looked after child - is a child who is in the care of a Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation.

Statement of SEN – as required by law, all children with a statement of Special Educational Needs naming St Teresa's School will be admitted before the application of the Admissions (over-subscription) criteria

\* Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why St Teresa's is the most suitable school and the difficulties which could be caused if the child had to attend another school.

\*\* 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

\*\*\* The distance between an applicant's home and school is measured as a straight line from the Ordnance Survey address point of the home address to the main entrance of the school. The Ordnance Survey address point is a point within the boundary of the property and is usually located at its centre. Distances are measured using Blackpool Council's Geographic information System.

## ADMISSION PROCEDURES

1. An application pack will be available directly from the school or Blackpool Council's school admissions team from the first week of the Autumn Term 2011. Parents can also access the on-line application pack available from Blackpool Council's website at [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions)
2. The common application form must be returned to the school admissions team at Blackpool Council by Sunday 15<sup>th</sup> January 2012. On-line applications must be submitted by the closing date.
3. Parents or guardians who wish their child's application to this Catholic school to be considered against the 'priority faith criteria' should complete a supplementary form in addition to the common application form 'ADMISSION TO PRIMARY SCHOOLS 2012.' If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in the school being considered against lower priority criteria. This is because the Governing Body will not have information upon which to assess the application on the basis of your child's baptism or your wish for your child to be educated within the aims and values of a Catholic school. The supplementary form can be requested directly from the school by post, phone or email or can be downloaded from Blackpool Council's website. **The supplementary form should be returned directly to the school at the same time as the common application form is returned to the schools' admissions team at Blackpool Council.**
4. All applications will be considered at the same time and after the closing date by the admissions committee of the Governing Body
5. Parents or guardians will be informed of whether their child has been offered a place on Monday 23<sup>rd</sup> April 2012. On-line applicants will receive an email and all other applicants will receive a letter in the post giving information regarding the outcome of the application. If a place has been offered, parents or guardians must write to the school confirming their intention to accept the place within 14 days of receipt of the offer letter.
6. For unsuccessful applications the letter will give the reason for the decision and inform parents or guardians of their right to appeal. Guidance on how to appeal will also be included.
7. A waiting list for children who have not been offered a place will be kept and will be ranked according to the governors' admissions criteria. Parents may contact the school to ascertain the position of their child on the waiting list. The waiting list will remain open for the whole of the Autumn Term 2012.

8. **Late Applicants.** Applications received after the closing date stated by Blackpool Local Authority, as part of the common admission process, will be treated as late applications. Late applications received through the common admissions process and forwarded to the Governors prior to their Admissions Meeting and determinations will be considered equally. However, late applications received by the Governors after the Governors' Admission Meeting will not be considered.
9. **Multiple births.** Where there are twins or multiple birth children wanting admission and there is only one 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 admissions authority, will a random draw system to decide which pupil receives an offer.
10. **Non Routine Admissions** It sometimes happens that a pupil needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school.

All parents requesting a school place, either because they are new to Blackpool, or because they are wishing to transfer schools within Blackpool, will be required to complete a Local Authority Application Form, allowing them to express up to 3 preferences.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's (*enclosed*) Supplementary Information Form and return it directly to the school. If the school is oversubscribed with in year admissions 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.

The admission of all pupils to Blackpool schools will be co-ordinated by the Blackpool Local Authority School Admissions Team in line with recent changes in legislation.

### **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.

### **Part time attendance**

Parents can request that their child attends part-time until the child reaches compulsory school age.



# SUPPLEMENTARY INFORMATION FORM

## Admission to St Teresa's Catholic Primary School 2012

Parents or guardians who wish the child's application to this Catholic school to be considered against the 'priority faith criteria' should complete this supplementary form **in addition to** the common application form 'ADMISSION TO PRIMARY SCHOOLS 2012.'

<b>Name of Child</b>		<b>Child's Date of Birth</b>	
<b>Name of Parent or Guardian</b>		<b>Tel No.</b>	
<b>Address of Parent or Guardian</b>			

\* Please tick the box that best describes your child's application - only one box should be ticked:

Baptised Catholic child living in St Teresa's Parish or St John Southworth Parish *	Baptised Catholic child living elsewhere *	Baptised child of other Christian denomination *	Parent/Guardian would like child to be educated within the aims and values of a Catholic School *
<i>Enclose copy of baptismal certificate or details of:</i> Date of Baptism: _____ Name of Catholic Church: _____ Place: _____	<i>Enclose copy of baptismal certificate or details of:</i> Date of Baptism: _____ Name of Church: _____ Place: _____		

If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in the school being considered against lower priority criteria. This is because the governing body will not have information upon which to assess the application on the basis of the child's baptism or your wish for the child to be educated within the aims and values of a Catholic School.

<b>THANK YOU FOR COMPLETING THIS SUPPLEMENTARY FORM</b> Please return to;
The Governors' Admissions Committee St Teresa's Catholic Primary School, St Teresa's Avenue, Thornton Cleveleys, Lancashire. FY5 3JT

Please note that you <b>must</b> still complete the common application form, 'ADMISSION TO PRIMARY SCHOOLS 2012' in order for your application to succeed. This form should be returned to:
Blackpool Council School Admissions Team, Children, Adult and Family Services, Progress House, Clifton Road, Blackpool FY4 4US

**Forms should be returned ON OR BEFORE**  
**LA's closing date for receipt of applications 15<sup>th</sup> January 2012**  
 Please note forms received after this date will be treated as a late application.