

**ST KENTIGERN'S CATHOLIC PRIMARY SCHOOL, BLACKPOOL  
PROPOSED ADMISSIONS POLICY FOR SEPTEMBER 2018 TO AUGUST 2019**

**INTRODUCTION**

St Kentigern's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Blackpool 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. It operates a system of Equal Preference under which it considers all preferences equally according to its policy.

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

St Kentigern's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important 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.

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.

The Governing Body has set the planned admissions number for September 2018 at 30. The Local Authority and other parties required by law will be 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 or online and returned to the Local Authority no later than 15th January 2018.
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 must **also complete the Schools Supplementary Information Form (Appendix 1 below)**. If the school is oversubscribed, failure to complete the supplementary 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.

The supplementary information form should be returned to the school by 15<sup>th</sup> January 2018.

3. Each Roman 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 on Monday 16<sup>th</sup> April 2018.
6. As required by law, all children with an Education, Health and Care naming the school will be admitted before the application of the oversubscription criteria.

## **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.

- A. Baptised Catholic children in public care.
- B. Baptised Catholic children who attend weekly Mass at St. Kentigern's.
- C. Baptised Catholic children who worship weekly and live in the parish of St Kentigern's with a sibling in the school at the time of expected admission.
- D. Baptised Catholic children who worship weekly and live in the parish of St Kentigern's
- E. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
- F. Other Baptised Catholic children who live in the parish of St Kentigern's
- G. Other Baptised Catholic children.
- H. Other children whose parents wish them to be educated within the aims and values of a Catholic school.
- I. Other Children in public care
- J. Other Children with a sibling in the school at the time of expected admission.
- K. Other Children

Where there are more preferences for St Kentigern's than there are places available, the Governing Body employs its oversubscription criteria to objectively determine which children should be offered a place at that particular school.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed above, the distance criteria will be used as a 'tie breaker'. 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 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 the Councils' Geographic Information System. In the event of equal distance, a random allocation will be used to determine who takes priority for a place.

### **Admission after September**

Parents requesting a place at this school in any year group, either because they are new to Blackpool, or because they are wishing to transfer from another Blackpool school will be required to complete a common application form, allowing them to express up to three preferences.

The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team.

## EXPLANATORY NOTES

### **Looked After Children**

A 'Looked After Child' is a child who is in the care of the Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children Act 1989) at the time of application and allocation. This includes any "looked after child" and any child who was previously looked after but immediately after being looked after 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. 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, ie, 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 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 2018. Further evidence, eg utility bills, will also need to be submitted by this date.

### **Multiple Births**

Where there are twins or multiple birth children wanting admission and there is only one single place or insufficient places available to admit 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 we are now able to offer places for both twins and all triplets even when this means breaching infant class size limits. This may also apply to children who are siblings within the same year group.

### **Late Applications**

Applications received after the closing date of 15<sup>th</sup> 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 criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list.

### **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.

**DIOCESE OF LANCASTER ADMISSION TO BLACKPOOL CATHOLIC SCHOOLS  
SUPPLEMENTARY INFORMATION FORM 2018**

If you are applying a place for your child in St Kentigern'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/carer** and signed by a Priest

**PART A** (To be completed by applicant's parent or carer)

Name of **child**: \_\_\_\_\_

Name of **parent**: \_\_\_\_\_

Address of applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What faith are you? \_\_\_\_\_

Do you live in St. Kentigern's Parish? Yes  No

Name the Parish/area of faith community in which you worship \_\_\_\_\_

If a **Roman Catholic**, is the child a baptised Catholic? Yes  No

Please enclose a copy of Baptismal Certificate or details of place and date of baptism

If a **Roman Catholic pupil** - Practice or Worship attendance

<i>How frequently do you and/or your child attend Mass at St Kentigern's or the parish named above?</i> [tick one box only]			
<i>At least</i>	<i>weekly</i> <input type="checkbox"/>	<i>fortnightly</i> <input type="checkbox"/>	<i>monthly</i> <input type="checkbox"/> <i>once a year or less</i> <input type="checkbox"/>
<i>For how long has this been your practice? [tick one box only]</i>			
<i>At least</i>	<i>3 years</i> <input type="checkbox"/>	<i>2 years</i> <input type="checkbox"/>	<i>1 year</i> <input type="checkbox"/> <i>6 months</i> <input type="checkbox"/>

If **not a Roman Catholic**, do you wish your child to be educated within the aims and values of a Catholic school? Yes  No

**PART B** (To be completed by a Priest) **Please take this form to the Priest in order to confirm this information.**

I can confirm the child was baptised at this church Yes  No  Date \_\_\_\_\_

I can confirm that the child/family worship as stated above Yes  No

Signed (Priest) \_\_\_\_\_

Print name \_\_\_\_\_

Address \_\_\_\_\_

Position held \_\_\_\_\_

**Please return this form by Monday 15th January 2018 to:  
St Kentigern's Catholic Primary School, Newton Drive, Blackpool FY3 8BT**