

St. Teresa's Catholic Primary School

Admissions Policy 2018



From smallest to greatest...

Governors' Admissions Policy 2018-19

1. St Teresa's is a Catholic primary school situated in the Diocese of Lancaster and is maintained by Blackpool Council. The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Teresa's as a Catholic Primary School.
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. As required by the Education and Inspection Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006, St Teresa's Catholic Primary School gives the highest priority to Children Looked After.
A Child Looked After is a child in care of a Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989. As required by law, all children with an Education Health Care Plan naming the school will automatically be admitted.
4. The Governing Body has set the planned admissions number for September 2018 at 30. The Local Authority and other parties required by law have been consulted on this.
5. Children will be admitted to any one reception or infant class.
6. The Governing Body operates a system of equal preference under which they consider all preferences equally according to its policy.

Children will be admitted in the following order:

The Governors will admit 30 children in September 2018.

- A. Baptised Catholic children who are in the care of the Local Authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.
- B. Baptised Catholic children who are resident in the parish of St Teresa or St John Southworth on the closing date of applications.
- C. Other baptised Catholic children who are residing elsewhere.
- D. Other Children who are in the care of the Local Authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.
- E. Children of staff employed at St Teresa's Catholic Primary School for two or more years or who have been recruited to meet a particular skills shortage.

F. Children with a sibling(s)* already attending the school at the time of entry into the Reception Class and who are baptised in another Christian denomination.

G. Children with a sibling(s) already attending the school at the time of entry into the Reception Class and who are not of the Christian faith.

H. Children who are baptised in another Christian denomination.

I. Children whose parent/guardian would like their child to be educated within the aims and values of a Catholic School

J. Children living nearest the school as measured in a straight line distance from the Local Land and Property Gazetteer (LLGP*) address point of the applicant's home address and of the school.

NOTES

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

1. Children living nearest the school as measured by a straight line distance from the Local Land and Property Gazetteer (LLGP) address point of the school to the Ordnance Survey point of the applicant's home address and of the school.* The LLGP 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 Council's Geographic Information System.

2. In the event of the distances being identical lots will be drawn to determine which child is offered a place at the School.

* 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 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 form will be available directly from the school or Blackpool Council's school admissions team from the first week of the Autumn Term 2017. Parents can also access the on-line application pack available from Blackpool Council's website at www.blackpool.gov.uk/schooladmissions
2. The common application form must be returned to the school admissions team at Blackpool Council by **Monday 15th January 2018**.
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 2018.' 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. **Late applications for admission:** Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria
5. Parents or guardians will be informed of whether their child has been offered a place on **Monday 16th April 2018**. 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 2018.
8. **Twins, 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. 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.
9. **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.

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.



SUPPLEMENTARY INFORMATION FORM

Admission to St Teresa's Catholic Primary School 2018

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 2018.'

Name of Child		Child's Date of Birth	
Name of Parent or Guardian		Tel No.	
Address of Parent or Guardian			

* 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>Attach copy of Baptismal Certificate, if necessary this can be obtained from the Church in which your child was baptised:</i> Date of Baptism: _____ Name of Catholic Church: _____ Place: _____	<i>Attach copy of Baptismal Certificate, if necessary this can be obtained from the Church in which your child was baptised:</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.

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

Please note that you must still complete the common application form, 'ADMISSION TO PRIMARY SCHOOLS 2018' in order for your application to succeed. This form should be returned to:
Blackpool Council School Admissions Team, Children Services, PO Box 4 Blackpool. FY1 1NA

Forms should be returned ON OR BEFORE

Monday 15th January 2018

Please note, forms received after this date will be treated as a late application.