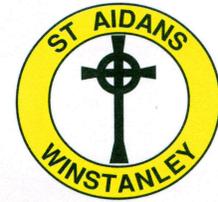


# ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs. C. Mason, B.A.  
Holmes House Avenue  
Winstanley  
Wigan WN3 6EE  
Tel: (01942) 223544  
Fax: (01942) 222634  
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## ST AIDAN'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY AND ARRANGEMENTS FOR 2015/2016

1. St Aidan's is a Catholic Primary School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
  - the requirements of the law
  - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
  - its duty towards the school and the Catholic community it serves
  - the Catholic character of the school and its Mission Statement
  - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children (baptised at the time of application/closing date) in public care and those living in the Parish of: St Aidan's
4. Having consulted with the Local Authority and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at **45** pupils for the school year commencing September 2015.
5. Parents must complete the Local Authority application form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the section of the form requesting information relating to membership of a faith group. If the school is oversubscribed, failure to complete this section of the 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 and/or membership of a faith community. The completed Preference Form should be returned by the closing date of .... as explained in the LA Primary Admissions Booklet 2015-2016.
6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out over the page.
7. Pupils who are admitted to the school will enter the reception class (es) in September 2015.
8. Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year.

Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

9. Parents can request that their child attends part-time until the child reaches compulsory school age.
10. The admission criteria for schools are different than those for nurseries. Attendance at the nursery or a co-located children's centre does not guarantee admission to the school. Parents must submit an application for a place in Reception class by the closing date.

## **Notes**

As required by the law the Governing Body will not admit more than 30 pupils to any one reception or infant class.

Parents may wish to know that the number of applications received last year was ... and that ... were admitted.

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## ST AIDAN'S CATHOLIC PRIMARY SCHOOL

### ADMISSIONS CRITERIA

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria:

1. Looked after children, or previously looked after children.
2. Baptised Catholic children living in the Parish of: St Aidan's.
3. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who is living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic Parishes.
5. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who is living at the same address and are part of the same family unit.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Children whose parents express a preference for a place at the school.

If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child's home address to the school's front door, using Wigan Council's measuring system.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered the place. Please contact the school if you would like more information about this.

KS1 Class Size Regulations may be exceeded for twins and children from multiple births where one of the children is the last child admitted.

Baptised Catholic means, within the policies and practices relating to school admissions, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.

### **ADMISSION ARRANGEMENTS**

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
2. Parents will be informed, by letter from the Local Authority of the decision of the Admissions Committee no later than .... If their application has been successful they are required to confirm acceptance of the offer of a place by .....
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. 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 will be informed of their child's position on the waiting list which will not be operated for longer than the end of the first term of Reception.

### **Notes**

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A Baptised Catholic is a person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic

Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse 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.

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

Those who would 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 their parish priest, who after consulting with the Vicar General, 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.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the parish church where records are kept.

The Governing Body may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church (i.e. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic Church or not.)

2. You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live. If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.
3. Late applications (those received after the closing date) will only be considered once all other applications have been determined. The only exception to this is applications for looked after children that are received by 15<sup>th</sup> February 2015 will be included with on time applications.

**PARENTS MUST COMPLETE THE LOCAL AUTHORITY PREFERENCE FORM.**



**ARCHDIOCESE OF LIVERPOOL  
SUPPLEMENTARY FAITH REQUEST FORM**

**ST AIDAN'S CATHOLIC PRIMARY SCHOOL**

**A copy of this form should be completed by the parent/guardian for EACH Catholic school applied to and RETURNED TO THE INDIVIDUAL SCHOOL**

Name of school applied for: \_\_\_\_\_

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

Address of child: \_\_\_\_\_

1. Is the child a baptised Catholic? Yes  No

2. If yes, please state parish of baptism and date  
\_\_\_\_\_

3. In which parish do you now live? (*see Note 1*)  
\_\_\_\_\_

4. If your child is not a baptised Catholic, please state to which denomination or faith, if any, your child belongs (*see Note 2*)  
\_\_\_\_\_

**Notes**

**1. Evidence of Baptism – Catholic**

If you are applying for a Catholic primary school and your child was baptised in the parish served by the school 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 the completion of the statement below will normally be required to confirm your child is a baptised Catholic.

**2. Evidence of Faith Group membership**

a) If you are applying for a Catholic school and want to be considered under the relevant criterion as an other than Catholic Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate **or** confirmation in writing by completing the statement below to show that your child is a member of a faith community by an appropriate Minister of Religion is required.

b) If you belong to a faith other than the Christian faith, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement below that your child is a member of their faith group.

**Minister of Religion/Faith Leader**

Minister/Leader (Print name): \_\_\_\_\_

Address: \_\_\_\_\_

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

Signed and dated: \_\_\_\_\_