

ST OSWALD'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY AND ARRANGEMENTS FOR 2015/2016

St Oswald's is a Catholic Primary School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Authority.

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

The school serves in the first instance baptised Catholic children living in the Parish of St Oswald and St Edmund Arrowsmith.

Our principal role as a Roman Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children to develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school asks 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.

Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 50 pupils for the school year commencing September 2015

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority.

Parents may wish to know that for September 2014 the school had applications under the equal preferences procedure and offered places to ... pupils.

ST OSWALD'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS CRITERIA 2015/2016

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

Children with a statement of special educational needs that names the school will be offered a place without reference to the admission criteria.

1. *Baptised Catholic Looked after children and previously **looked after children
2. *Baptised Catholic children living in the designated Parish of St Oswald and St Edmund Arrowsmith.
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 are 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 in the care of the Local Authority (looked after children) and previously looked after children other than Catholic.
6. 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 are living at the same address and are part of the same family unit.
7. 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.
8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

* 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.'

TIE – BREAKER

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line distance from the child's home address to the front door of the school as measured by the Local Authority using a Geographical Information System (GIS) which is based on Ordnance Survey Maps.

In rare cases where the distance tie-break does not assist, for example where there are two or more children with an exact distance measurement, where to admit another pupil would have class size implications, a random lottery will be carried out in a public place. All names will be entered into a hat and the required number of names will be drawn out.

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 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.

Governors 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. A Looked After Child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by the Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. Applications for previously looked after children must be supported with appropriate evidence i.e. copy of the adoption order, residence order or special guardianship order.
3. It is a duty of governors to comply with regulations on class size limits at Keystage One. The Governing Body may exceed the regulations on class size at Key Stage One for twins, siblings in the same year group and children from multiple births where one is the 30th child admitted.
4. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – eg. child benefit payment address.

5. Where care is split equally between mother and father, the address used for the allocation process will be the address of the parent who is in receipt of the Child benefit. Documentary evidence will be required.
6. For late applications, those received after the closing date and before the date of offer of places. The following is applied
 - ♦ the application will be classed as late.
 - ♦ it will be considered after applications received on time.
 - ♦ the offer of a place will be decided by applying the oversubscription admissions criteria.

The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

For applications received after the offer date but before the start of the school year:

- ♦ applications will be considered as they are received.
- ♦ the offer of a place will be decided by applying the oversubscription admissions criteria.

Admission Arrangements 2015/2016

1. All applications will be considered at the same time and after the closing date of 15th January 2015, agreed by the Admissions Committee
2. Parents will be informed, by letter, of the decision of the Admissions Committee no later than 16 April 2015. If their application has been successful they are required to confirm acceptance of the offer of a place by 1 May 2015.
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 Admission 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 Autumn Term.
5. Legally your child does not have to start school until the start of the term after their fifth birthday. If you apply for and are offered an earlier starting date which you wish to defer you must advise the School and the Local Authority by the start of the Autumn Term 2015. You cannot defer entry beyond the beginning of the term after your child's fifth birthday nor beyond the academic year for which the application was made (start of the summer term 2016). If you want your child to start at a later date you will have to make a fresh application and we cannot guarantee that a place will be available.
6. The in-year applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION. PARENTS APPLYING ON LINE OR FROM ANOTHER LOCAL AUTHORITY AREA WILL NEED TO COMPLETE THE SCHOOL'S SUPPLEMENTARY FORM SO THAT THE GOVERNING BODY HAVE THE CORRECT FAITH INFORMATION. THE SUPPLEMENTARY FORM IS AVAILABLE FROM THE SCHOOL OR FROM THE LOCAL AUTHORITY WEBSITE (SEE LOCAL AUTHORITY ADMISSIONS' BOOKLET)

IT SHOULD BE NOTED THAT AN OFFER OF A PLACE WILL BE WITHDRAWN IF IT IS DISCOVERED THAT FALSE INFORMATION HAS BEEN GIVEN E.G. INCORRECT ADDRESS, SIBLING CONNECTIONS, INCORRECT EVIDENCE ABOUT RELIGIOUS STATUS.



**ST. OSWALD'S CATHOLIC PRIMARY SCHOOL,
COUNCIL AVENUE, ASHTON-IN-MAKERFIELD, WIGAN,
WN4 9AZ**

SUPPLEMENTARY INFORMATION FORM

**THIS SECTION MUST BE COMPLETED IF YOU ARE UNABLE TO
PROVIDE A COPY OF A BAPTISM CERTIFICATE .**

This form must be completed by the parent/guardian and signed by a Minister
of Religion.

SECTION A (to be completed by Applicant)

Name of applicant:

Address of applicant:
.....

What is your faith community?

Parish/area of faith community in which you live

SECTION B (to be completed by Minister of Religion)

**If Roman Catholic would you confirm that the applicant is a baptised Catholic (Proof
of baptism is required)**

**Yes
No**

If Christian would you confirm that the applicant is a baptised Christian

**Yes
No**

**If of a faith other than Christian please would you confirm that the applicant is a
member of your faith community**

**Yes
No**

Signed (Minister of Religion)

Print name

Address