



## **St Richard's Catholic Primary School Admission Policy and Arrangements for 2015-16**

1. St Richard'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 living in the historic Parishes of St Richard of Chichester, Atherton and St Vincent de Paul, Over Hulton.

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.

4. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 30 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 supplementary form. 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 and/or membership of a faith community. Both forms should be returned by the closing date of **15<sup>th</sup> January 2015** as explained in the LA Primary Admissions Booklet 2015-2016.

**Notes**

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.

Pupils who are admitted to the school will enter the reception class in September 2015

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

## St Richard's Catholic Primary School

### Over-subscription Criteria

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

**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 former designated Parishes of St Richard of Chichester, Atherton and St Vincent de Paul, Over Hulton.
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. 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.

#### Notes

A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a 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. School will require documentary evidence in the form of an adoption or guardianship order.

\*'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.

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 main entrance of the school using the Wigan Council's measuring system.

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, random selection will be used to determine the allocation of places. We use the same random selection procedure as the Local Authority. For further information please call the School Places Team.

If we offer the last place available to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too.

### **Child's Home Address**

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.

# St Richard's Catholic Primary School

## 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, of the decision of the Admissions Committee no later than 26 April 2013. If their application has been successful they are required to confirm acceptance of the offer of a place by 11 May 2013.
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 first term of Reception.
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 should advise the School and the Local Authority by the start of the autumn term 2013. 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 2013). If you want your child to start after the academic year for which the application was made you will have to make a fresh application and we cannot guarantee that a place will be available.
6. Parents can request that their child attends part time until the child reaches compulsory school age.

### 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 ecclesiastical 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.

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. 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.
3. 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.
4. Late applications (those received after the closing date) will only be considered after all the applications received on time have been dealt with. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

**PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THE SCHOOL SUPPLEMENTARY FORM.**



# ST RICHARD'S CATHOLIC PRIMARY SCHOOL

## SUPPLEMENTARY FAITH REQUEST FORM

**This form must be completed by the parent/carer and returned to the school.  
Proof of Baptism must be provided in the form of a certificate unless baptised in the Parish of St Richard's. If no certificate can be provided, the form must also be signed by a Priest or Minister of Religion.**

Child's Name \_\_\_\_\_ D.O.B \_\_\_\_\_  
If your child is accepted at St Richard's, a birth certificate will be requested.

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

Contact Number: \_\_\_\_\_

Is the child a Baptised Roman Catholic? \_\_\_\_\_

Is the child a Baptised Christian? \_\_\_\_\_

Or a member of any faith community other than Christian?

Parish/area of faith community in which you live \_\_\_\_\_

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If no proof of Baptism in the form of a certificate can be provided, a Minister of religion must complete the section below to confirm faith details above.

Signed (Minister of Religion) \_\_\_\_\_

Print Name \_\_\_\_\_

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

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

Please return form to: St Richard's R.C. Primary School  
Flapper Fold Lane  
Atherton  
M46 0HA