

Sacred Heart Catholic Primary School, Leigh

Admission Arrangements

Sacred Heart, Leigh is a Roman Catholic Primary School under the trusteeship of the Archdiocese of Liverpool. It is maintained by Wigan Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2015, the Governing Body has set its admissions number at 45.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. 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 order where there are more applications for admissions than the school has places available.

- 1) Baptised Roman Catholic Looked After Children and previously Looked After Children
- 2) Baptised Roman Catholic children resident in the parish(es) of Sacred Heart
- 3) Baptised Roman Catholic children who have a sibling in the school at the time of admission
- 4) Baptised Roman Catholic children resident in other parishes
- 5) Looked After Children and previously Looked After Children other than Roman Catholic
- 6) Other children who have a sibling in the school at the time of admission
- 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 application is a member of their faith group.
- 9) Other children.

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is _____ (insert date provided by the LA).
- b) 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.
- c) For a child to be considered as a Roman Catholic evidence of a Roman Catholic Baptism is required.

A Baptised Roman Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Roman 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 Roman Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Roman Catholic Church. Written evidence of their reception into full communion with the Roman 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 Reception before applications for school places can be considered for categories of 'Baptised Roman Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Roman Catholics but only after they have been referred to the 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.

d) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.

e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

g) Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters or the child of a 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.

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

i) 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.

j) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. '

k) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

l) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.

m) Parents can request that their child attends part time until they reach compulsory school age.

n) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

**ARCHDIOCESE OF LIVERPOOL
SUPPLEMENTARY FAITH REQUEST FORM
SACRED HEART 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: