

St Catherine's Catholic Primary School

Admission Policy and Arrangements for 2015 - 2016

- 1 St Catherine'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 Parish of St Catherine of Seina, Lowton.

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. The form should be returned by the closing date as explained in the LA Primary Admissions Booklet 2015 – 2016. 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 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.

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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 children who are, or were previously, in the care of the Local Authority (looked after children).
2. *Baptised Catholic children living in the designated Parish of St Catherine of Siena, Lowton.
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, or were previously, in the care of the Local Authority (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.

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 from the front door of the child's home to the main entrance of the school using the Local Authority's measuring service based on Ordnance Survey.

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.

If the last place to be offered is to one of twins or triplets, we will admit the other twin or triplets too.

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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 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 first term of Reception.
5. Parents can request that the date their child is admitted to the 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. 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 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.

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. 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 ie. a copy of the adoption order, residence order or special guardianship order.
3. 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.
4. 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.
5. 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. IF PARENTS ARE APPLYING UNDER ANY OF THE FAITH CRITERIA, THEY SHOULD ALSO COMPLETE THE SCHOOL SUPPLEMENTARY FORM.

St. Catherine's Catholic Primary School, Lowton
Supplementary Application Form for Voluntary Aided
School

2015 – 2016



St. Catherine's is a Catholic Voluntary Aided Primary School and the governors consider all applications for admission according to our Admissions Criteria before places are offered.

Surname of child:

First names:

Date of birth:

Address:

Child's religion:	<input type="text"/>	
Date of Baptism:	<input type="text"/>	
Church where baptised:	<input type="text"/>	[If baptised in a parish other than St. Catherine's please supply the baptismal certificate or proof of baptism].
Certificate seen by:	<input type="text"/>	

I/We request a place at St. Catherine of Siena R.C. Primary School for my/our child. If any of the above information changes (e.g. change of address) it is your responsibility to inform the school and to amend this form. Please return this application form to school.

Signed: _____ Date: _____