

St Cuthbert's Catholic Primary School, Wigan

Admission Policy and Arrangements for 2015-2016

- 1 St Cuthbert'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 Parishes of St Cuthbert's and St Edward's.

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 60 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 **13th January 2015** as explained in the LA Primary Admissions Booklet 2015-2016
6. Attendance at nursery does not guarantee admission to the school.

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 classes 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 Cuthbert's Catholic Primary School, Wigan

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 in the care of the Local Authority (looked after children) and previously looked after children.**
2. ***Baptised Catholic children living in the designated Parishes of St Cuthbert and St Edward, Wigan.**
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) other than Catholic and previously looked after children.**
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.**

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 child's home address 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.

St Cuthbert's Catholic Primary School, Wigan

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. 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. Parents can request that their child attends part-time until they reach 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. 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 – e.g. 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. IF PARENTS ARE APPLYING UNDER ANY OF THE FAITH CRITERIA, THEY SHOULD ALSO COMPLETE THE SCHOOL SUPPLEMENTARY FORM.



**ARCHDIOCESE OF LIVERPOOL
SUPPLEMENTARY FAITH REQUEST FORM**

SAINT CUTHBERT'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: