

## Catholic Voluntary Aided Primary Schools in Derby City ADMISSIONS POLICY

<i>School</i>	<i>PAN</i>	<i>Parish(es) served</i>
St Alban's Catholic Primary School Newstead Avenue, Chaddesden, Derby DE21 6NU Tel : 01332 673823	45	St Alban's and St Hugh's
St George's Catholic Primary School Uplands Avenue, Littleover, Derby DE23 1GG Tel : 01332 766815	51	Holy Spirit Sinfin and St George's Normanton
St John Fisher Catholic Primary School Alvaston Street, Alvaston, Derby DE24 0PA Tel: 01332 572154	30 35 in KS2 (7-11)	English Martyrs and St Ralph Sherwin's
St Joseph's Catholic Primary School, Mill Hill Lane, Derby DE23 6SB Tel: 01332 361660	50	St Joseph's and Our Lady of Lourdes Mickleover
St Mary's Catholic Primary School Broadway, Derby DE22 1AU Tel: 01332 554831	51	St Mary's, Christ the King, Holy Family, All Saints Ashbourne

This policy will operate from September 2011. It will apply to all admissions for the school year 2011-2012 and for subsequent years until further notice.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our schools are principally provided to serve the Catholic communities of Derby. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

In each school, the Governing Body is the admissions authority. Each Governing Body is responsible for determining the admissions policy and for all decisions relating to admissions. The admissions process is administered by Derby City Local Authority on behalf of the school governors.

**Parents/Carers should consult the Local Authority booklet "Admissions Handbook – Primary " which gives full details of the admissions process, including information on the admissions cycle. See also [www.derby.gov.uk/EducationLearning/SchoolAdmissions/](http://www.derby.gov.uk/EducationLearning/SchoolAdmissions/) for further information.**

### How and when to apply

#### The Common Application Form

Applications must be made on the Common Application Form. The form must be completed by all applicants and returned by the closing date set by the Local Authority. Applications can also be made online.

#### The Supplementary Form and Supporting Evidence

In addition all applicants should complete the Supplementary Form which should be returned to the local authority with the application form.

Parents / carers of Catholic children should also supply one of the following documents :

- A copy of the child's baptism certificate
- If the child has been received into the Catholic church, written verification, signed by a Catholic priest and stamped with the parish stamp.

- If the child is enrolled on a course of preparation leading to baptism or reception into the Catholic church, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

**If the required documents are not provided, the child might be ranked in a lower admissions category.**

**Some schools may have more applications for Catholic children than there are places. In this case, Governors will give a higher priority to those children who attend Mass weekly with their parent(s), with a carer or with a close family member. If your child is Catholic, you may be asked to complete a Mass Verification Form in addition to the above documents. Forms will be supplied by the school.**

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

### **Deferred Admission**

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry until later in the school year. A place will be held and will not be offered to another child. Parents can request that their child attends part-time until the child reaches compulsory school age.

### **Infant Class Size Regulations**

Infant classes of 5, 6 and 7 year olds may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place,.

### **Applications for twins / multiple birth children**

Governors will normally offer places to twins, triplets etc even if this means exceeding the planned admission number. In the unusual event of there being one space available within the infant class size limit and children of multiple births having next priority, governors will consult with the Parents/Carers, the local authority and other agencies to ensure that parental preference is met. However as regulations do not allow exceptions to the class size limit in these circumstances, ultimately, if there is no alternative, the Parents/Carers will be asked to decide which of their children should take up the place.

### **Appeals**

If a child is not allocated a place, Parents/Carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors of your preferred school no later than three weeks (fifteen working days) after the offer letter has been received from the Local Authority. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding both on you and on the school.

### **Applications during the School Year**

Applications for places in any year group, made during the school year, should be made to the Local Authority. Application Forms can be obtained from the Local Authority or from the preferred school. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Popular schools may maintain waiting lists for in year applications. Details will be provided on request. Inclusion on a school's waiting list does not mean that a place will eventually become available.

Places will be offered in writing. Offers not taken up within 10 working days may be withdrawn. In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within three weeks (15 working days) after the date of your refusal letter.

### **Waiting Lists – Admission to Reception Classes**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year. Popular schools may maintain waiting lists after this date.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places.

Inclusion on a school's waiting list does not mean that a place will eventually become available.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

### **Oversubscription Criteria**

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have a Statement of Special Educational Needs which names the school will be admitted. This will reduce the number of places available. See "Admissions Handbook – Primary 2010-2011" for further details about special needs provision.

**First priority** in all categories will be given to siblings (see note 4) that is, children who will have brothers or sisters attending the school at the proposed time of admission.

**In Categories 1 – 3**, priority (after sibling priority) will be given to children whose parents / carers have completed and returned a Mass Verification Form where these have been requested.

1. Catholic children who are in the care of a local authority. (*see notes 1 and 2*).
2. Catholic (*see note 2*) children living in the parish(es) served by the school
3. Catholic (*see note 2*) children living outside these parish(es)
4. Other children who are in the care of a local authority (*see note 1*).
5. Children who are baptised or dedicated members of other churches which belong to 'Churches Together in England'. (*See Note 3*).
6. Other children and those for whom no Supplementary Form has been received

### **Tie Breakers**

If any of the above categories are oversubscribed, priority, (after sibling priority) will be given to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the national Ordnance Survey set points. The distance will be measured by the local authority and the data will be supplied to the governors.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admissions number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by drawing lots.

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**Note 1 - Definition of Child in Public Care (Looked after).**

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 (b) at the time application for his / her admission is made and who the Local Authority can confirm, will still be looked after at the time when he / she is admitted to school.

**Note 2 - Definition of Catholic**

1. A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome. (Pope Benedict XV1) Advice available from Diocesan Education Service.
2. A child baptised in another Christian denomination who has been received into full communion with the Catholic Church
3. A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

**Note 3 – Churches Together in England**

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union  
British Antiochian Orthodox Church  
Cherubim and Seraphim Council of Churches  
The Church of England  
Church of God Prophecy  
Church of Scotland (in England)  
Congregational Federation  
Coptic Orthodox  
Council of African and Caribbean Churches  
Council of Oriental Orthodox Churches  
Ichthus Christian Fellowship  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
The Methodist Church  
United Reform Church  
Wesleyan Holiness Church

**Note 4 - Definition of brothers and sisters (siblings)**

The governors use the same definition as that used by the Local Authority. See "Admissions Handbook – Primary"

**Note 5 - Place of Residence**

The governors use the same definition as that used by the Local Authority. See "Admissions Handbook – Primary"

**Note 6 – Parents / Carers**

The governors use the same definition as that used by the Local Authority. See "Admissions Handbook – Primary"