

ADMISSIONS POLICY FOR CATHOLIC VOLUNTARY AIDED SCHOOLS IN LEICESTER CITY

<i>School</i>	<i>PAN</i>	<i>Parish(es) served</i>
Christ the King Catholic Primary School	50	The Most Blessed Sacrament Mother of God St Peter
Holy Cross Catholic Primary School	30	St Edward St John Bosco Holy Cross
Sacred Heart Catholic Primary School	45	Sacred Heart
St Joseph's Catholic Primary School	40	St Joseph
St Patrick's Catholic Primary School	30	St Patrick Our Lady of Good Counsel
St Thomas More Catholic Primary School	37	St Thomas More

This admission policy has been adopted by the Governing Bodies of all the above Leicester City Catholic Primary Schools **except Christ the King Catholic Primary School** and 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 Governing Body of Christ the King Catholic Primary School has adopted a different policy. This is available from the school.

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 Leicester City. 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 Leicester City Local Authority on behalf of the school governors.

**Parents should consult the Local Authority booklet "Starting School in Leicester " which gives full details of the admissions process.
This information can also be found online at www.leicester.gov.uk**

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 school by the same date as 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, must be made to the Local Authority. Details of the application process will be available from schools and from the Local Authority. 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 in 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 – Annual Round

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 "Starting School in Leicester 2010/11" 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 if this has been issued.

Tie Breaker

If any of the categories remain oversubscribed, preference will be given to children living nearest to the school (measured in a straight line from the front door of the child's home to the school's main entrance). Distance measurements will be supplied by the Local Authority.

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.

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

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 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 of each school use the same definition as used by the Local Authority. See 'Starting School in Leicester'

Note 5 - Place of Residence

The governors of each school use the same definition as used by the Local Authority. See 'Starting School in Leicester'

Note 6 – Parents / Carers

The governors of each school use the same definition as used by the Local Authority. See 'Starting School in Leicester'



Christ the King Catholic Primary School

Glenfield Road, Leicester. LE3 6DF

Telephone: 0116 285 7261 Fax: 0116 254 0896 office@christtheking.leicester.sch.uk

Headteacher: Mr M G Fitzwilliam

www.ckleicester.co.uk

This admission policy has been adopted by the Governing Body of Christ the King Catholic Primary School and will operate during the school year which starts in September 2011.

Our school is principally provided to serve the Catholic community of the parishes of Blessed Sacrament, Mother of God and St Peter's. 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.

Christ the King Catholic Primary School is under the Trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan Family of Schools. It was founded by and is part of the Catholic Church. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church.

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

The Governing Body will admit 50 children into the school for the 2011/12 academic year.

**Parents should consult the Local Authority booklet "Starting School in Leicester 2011/12" which gives full details of the admissions process.
This information can also be found online at www.leicester.gov.uk**

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 Faith Evidence

In addition all applicants should complete the Supplementary Form which should be returned to the school by the same closing date as the Common Application Form closing date. Parents / carers of Catholic children should also supply the child's baptism certificate or written verification that the child has been received into the Catholic Church, 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.

The school 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 will 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.

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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, must be made to the Local Authority. Details of the application process will be available from schools and from the Local Authority. 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.

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

The Local Authority booklet gives details of the normal round waiting list arrangements. The school operates a waiting list for in-year applications. Please contact the school for details. All waiting lists are ranked in accordance with the oversubscription criteria (see below)

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 the school has 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 Christ the King Catholic Primary School will be admitted. This will reduce the number of places available. See "Starting School in Leicester 2011/12" for further details about special needs provision.

Priority in Categories 1, 3 and 5 will be given to those children who attend Mass weekly with their parent(s), with a carer or with a close family member and who have completed the Mass Verification Form. Thereafter Governors will apply the distance tie breaker (see 'Tie Breaker')

7. Catholic children who are in the care of a local authority. (*see notes 1 and 2*).
8. Catholic children who will have a sibling (*see note 3*) attending the school at the time of admission and submit a mass verification form to show that they attend mass weekly.
9. Catholic (*see note 2*) children living in the parish(es) of Blessed Sacrament, Mother of God or St Peter's
10. Catholic children who will have a sibling (*see note 3*) attending the school at the time of admission and do not submit a mass verification form to show that they attend mass weekly.
11. Catholic (*see note 2*) children living outside the parish(es) of Blessed Sacrament, Mother of God or St Peter's
12. Other children who are in the care of a local authority (*see note 1*).
13. Other children who will have a sibling (*see note 3*) at the school at the time of admission
14. Other children and those for whom no Supplementary Form has been returned.

Tie Breaker - Distance

If any of the above categories are oversubscribed, preference will be given to children living nearest to the school measured in a straight line from the front door of the child's home to the school's main entrance.

Definitions

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

4. 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 XVI) Advice available from Diocesan Education Service.
5. A child baptised in another Christian denomination who has been received into full communion with the Catholic church
6. 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). Written verification signed by a Catholic priest and stamped with the parish stamp will be required.

Note 3 - Definition of Sibling (brothers and sisters)

Sibling includes; step, foster or half brother/sister living at the same address

Note 4 - Place of Residence

The governors of each school use the same definition as used by the Local Authority. See 'Starting School in Leicester'

Note 5 – Parents/Carers

The governors of each school use the same definition as used by the Local Authority. See 'Starting School in Leicester'