

## Admission Policy for Catholic Voluntary Aided Primary Schools in Lincolnshire

<b>School</b>	<b>Places</b>	<b>Parish(es) served</b>
<b>Boston St Mary's Catholic Primary School</b>	<b>30</b>	<b>St Mary's Boston and surrounding RC parishes</b>
<b>Grantham St Mary's Catholic Primary School</b>	<b>30</b>	<b>St Mary the Immaculate Grantham</b>
<b>Lincoln St Hugh's Catholic Primary School</b>	<b>35</b>	<b>St Hugh of Lincoln, Lincoln St Peter and Paul, Lincoln</b>
<b>Lincoln Our Lady of Lincoln Catholic Primary School</b>	<b>30</b>	<b>Our Lady of Lincoln, Lincoln, the centre and north of Lincoln including the northern area of St Hugh's Parish</b>
<b>Sleaford Our Lady of Good Counsel Catholic Primary School</b>	<b>25</b>	<b>Our Lady of Good Counsel Sleaford</b>
<b>Spalding St Norbert's Catholic Primary School</b>	<b>30</b>	<b>Immaculate Conception and St Norbert, Spalding, Holy Trinity, Holbeach, Our Lady and St Guthlac Deeping St James</b>
<b>Stamford St Augustine's Catholic Primary School</b>	<b>25</b>	<b>St Mary and St Augustine, Stamford, Our Lady and St Gilbert's, Bourne, Our Lady and St Guthlac, Deeping St James</b>

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. We ask all parents applying for a place 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 these schools to apply for and be considered for places.

Our schools are principally provided to serve the Catholic communities of Lincolnshire. 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 Lincolnshire Local Authority on behalf of the school governors.

### How and When to Apply

Parents should consult the Local Authority booklet “Going to School in Lincolnshire which gives full details of the admissions process, including information on the admissions cycle. See also [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) for admissions information and how to apply online.

### **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.

### **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 or multiple birth children**

Governors will normally offer places to twins, or multiple birth children 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 or 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 or 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 (15 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**

From September 2010, 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 “**Going to School in Lincolnshire**” 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.

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, after sibling priority, the Governing Body will make a decision using the straight line distance from home to school calculated by the Lincolnshire School Admissions Team. The measurement is made from the Post Office Address Point of the home to the Post Office Address Point of the school using electronic measuring systems.

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 sibling**

By sibling we mean:

- A full brother or full sister, whether or not living in the same household.
- Another child normally living for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996.

**Note 5 – Home Address**

The child's home address is the address where they live for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance.