

Admission Policy for Catholic Voluntary Aided Primary Schools in Nottingham City

School	Contact details	places
Blessed Robert Widmerpool Catholic Primary and Nursery School <i>Parish of Corpus Christi</i>	Listowel Crescent, Clifton, Nottingham NG11 9BH (0115 915 2392) admin@brw.nottingham.sch.uk	30
Our Lady and St Edwards Catholic Primary and Nursery School <i>Parish of Our Lady and St Edward</i>	Gordon Road, Nottingham NG3 2LG (0115 915 5800) www.stedwardsprimary.org.uk admin@st-edwards.nottingham.sch.uk	30
St Augustine's Catholic Primary and Nursery School <i>Parish of St Augustine's</i>	Park Avenue, Mapperley, Nottingham NG3 4JS admin@staugustines.nottingham.sch.uk	45
St Margaret Clitherow Catholic Primary and Nursery School <i>Parishes of the Divine Infant of Prague and the Good Shepherd. (within the City boundary)</i>	Mildenhall Crescent, Bestwood Park, Nottingham NG5 5RS (0115 915 0296) www.st-margaretclitherow.nottingham.sch.uk headteacher@st-margaretclitherow.nottingham.sch.uk	30
St Patrick's Catholic Primary and Nursery School <i>Parish of Our Lady and St Patrick in the Meadows</i>	Coronation Avenue, Wilford, Nottingham NG11 7AB (0115 9915 2961) www.st-patricks.nottingham.sch.uk headteacher@st-patricks.nottingham.sch.uk	30
St Teresa's Catholic Primary School <i>Parishes of St Teresa's Church, Aspley, St Hugh's Church, Bilborough, St Paul's Church, Lenton, St Thomas More's Church, Wollaton and The Assumption Church, Beeston.</i>	Kingsbury Drive, Aspley, Nottingham NG8 3EP (0115 915 5762) admin@st-teresas.nottingham.sch.uk	60

This admission policy has been adopted by the Governing Bodies of all the above Catholic Primary Schools. It will operate from September 2011. It applies to all applications for the school year 2011-2012 and for applications in subsequent years until further notice.

The two schools listed below have separate admissions policies. These are available from the schools on request.

Our Lady of Perpetual Succour Catholic Primary and Nursery School <i>Parish of Our Lady of Perpetual Succour</i>	Piccadilly, Bulwell, Nottingham NG6 9FN (0115 915 0500) admin@ourladyops.nottingham.sch.uk	30
St Mary's Catholic Primary and Nursery School <i>Parishes of St Mary and St Paul</i>	Beaconsfield Street, Hyson Green, Nottingham NG7 6FL (0115 915 1799) admin@st-marys-hyson-green.nottingham.sch.uk	30

All 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 Nottingham. 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 Nottingham City Local Authority on behalf of the school governors.

Parents should consult the Local Authority booklet "Going to School in Nottingham" which gives full details of the admissions process, including information on the admissions cycle. See also www.nottinghamcity.gov.uk/sitemap/school_admissions.htm for on line information

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.

Nursery and Foundation 1 Classes

Schools with Nursery / Foundation 1 classes are shown above. Parents of children in a nursery/F1 class must apply for a full- time school place, (it is not an automatic transfer). A place in a Nursery / F1 class does not guarantee a full- time school place.

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 may request a part time place 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 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, 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 will be asked to decide which of their children should take up the place.

Appeals

If your child is not allocated a place, you have a statutory right to appeal. You should do this by writing to the Clerk to Governors of your preferred school no later than three weeks (fifteen working days) after you have received your offer letter from the Local Authority. Your 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

Children who have a Statement of Special Educational Needs will be admitted. This will reduce the number of places available. See 'Going to School in Nottingham' for further details about special needs provision.

Once applications have been received, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Tie breaker : Within each criterion, priority will be given to children who live nearest to the school using the same method of measurement as used 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.

Oversubscription Criteria for all schools except St Mary's Hyson Green and Our Lady of Perpetual Succour

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 who will have a sibling (*see note 3*) at the school at the proposed time of admission
3. Catholic (*see note 2*) children living in the parish(es) served by the school
4. Catholic (*see note 2*) children living outside the parish(es) served by the school who will have a sibling (*see note 3*) attending the school at the proposed time of admission
5. Catholic (*see note 2*) children living outside the parish(es) served by the school
6. Other children who are in the care of a local authority (*see note 1*).
7. Other children who will have a sibling (*see note 3*) attending the school at the proposed time of admission
8. Children who are attending the Nursery or Foundation 1 class (where relevant)
9. Other children

Definitions – All Schools

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). Written verification signed by a Catholic priest and stamped with the parish stamp will be required.

Note 3 - Definition of Sibling (brothers and sisters)

The governors of each school use the same definition as used by the Local Authority. See 'Going to School in Nottingham'

Note 4 - Place of Residence

The governors of each school use the same definition as used by the Local Authority. See 'Going to School in Nottingham'

Note 5 – Parents/Carers

The governors of each school use the same definition as used by the Local Authority. See 'Going to School in Nottingham'