

**Admission Policy for Catholic Voluntary Aided Primary Schools in Nottinghamshire
(Nottingham Diocese)**

<i>School</i>	<i>PAN</i>	<i>Nursery</i>	<i>Parish(es) served</i>
Holy Cross Catholic Primary School, Hucknall	30	Yes	Holy Cross Hucknall
Holy Trinity Catholic Primary School, Newark	32	Yes	Holy Trinity Newark and Our Lady of Victories Southwell
Sacred Heart Catholic Primary School, Carlton	30	Yes	Sacred Heart and St Bernadette Carlton
St Edmund Campion Catholic Primary School, West Bridgford	60	No	Priority 1 : Holy Spirit West Bridgford and Our Lady of Grace Cotgrave. Priority 2 : Other parishes in the Borough of Rushcliffe
St Joseph's Catholic Primary School, Boughton	30	Yes	St Joseph's New Ollerton
St Patrick's Catholic Primary School, Mansfield	30	Yes	St Patrick's and St George's Mansfield
St Philip Neri with St Bede Catholic Primary School, Mansfield	60	Yes	St Philip Neri with St Bede's and Our Lady Help of Christians Kirkby-in-Ashfield
The Good Shepherd Catholic Primary School, Woodthorpe	50	No	Good Shepherd Parish within the Gedling boundary
The Priory Catholic Primary School, Eastwood	30	No	Our Lady of Good Counsel Eastwood

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 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 Nottinghamshire. 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 Nottinghamshire Local Authority on behalf of the school governors.

Parents should consult the Local Authority booklet "Admissions to School" which gives full details of the admissions process, including information on the admissions cycle

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 and those preparing for Baptism or Reception should supply one of the following documents with the Supplementary Form

- If the child is a baptised Catholic : 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, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church at the time of application : written verification signed by a Catholic priest and stamped with the parish stamp

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/Carers 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 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 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 any relevant 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. All applications must be made on the Local Authority form available either from the authority or the school. A Supplementary Form should also be completed and submitted to the 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 from the school. 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, please contact the school for details.

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 for other children. See 'Going to School in Nottinghamshire' for further details about special needs provision.

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.

Tie breaker : Within each criterion, priority will be given to children who live nearest to the school. Distance measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated by using computer software, which is currently *arcview*. In the event of needing to discriminate between pupils living in the same block of flats, where *arcview* produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school.

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 who will have a sibling (*see note 3*) at the school at the proposed time of admission

NB – St Edmund Campion School only : Priority in Category 2 as follows : Firstly: children living in the parishes of Holy Spirit and Our Lady of Grace, secondly children living in other parishes in the Borough of Rushcliffe

3. Catholic (*see note 2*) children living in the parish(es) served by the school

NB – St Edmund Campion School only : Priority in Category 3 as follows : Firstly: children living in the parishes of Holy Spirit and Our Lady of Grace, secondly children living in other parishes in the Borough of Rushcliffe

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. Children who, with a family member, are participating in a recognised course of preparation (for example Rite of Christian Initiation for Adults) leading to baptism or reception into the Catholic church at the time of application.
7. Other children who are in the care of a local authority (*see note 1*).
8. Other children who will have a sibling (*see note 3*) attending the school at the proposed time of admission
9. Children who are attending the Nursery or Foundation 1 class (where relevant)
10. Other children

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

Note 3 - Definition of Sibling (brothers and sisters)

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

Note 4 - Place of Residence

The governors of each school use the same definition as used by the Local Authority. 'Admissions to School'

Note 5 – Parents/Carers

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