

ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL



“Together with God’s love and guidance we will continue to make our school a happy place where everyone is loved and respected for who they are. We will strive to achieve our full potential every day and throughout our lives.”

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

The policy complies fully with the School Admissions Code (2010) and other associated legislation. Parents or carers can obtain copies of the Code from the Stationery Office (0870 600 5522) or online at www.dcf.gov.uk/sacode/. References to the Code are made throughout this policy.

The published admissions number is 18

Our school is principally provided to serve the Catholic community of Rutland (St Joseph’s Parish Oakham). 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.

English Martyrs School is under the trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan family of schools. It is founded by and is part of the Catholic Church and seeks 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 this school to apply for and be considered for a place here. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

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 Rutland County Council on behalf of the school governors by means of its co-ordinated admissions scheme

Parents/Carers should consult the Local Authority booklet “Starting Primary School” which gives full details of the admissions process, including information on all admission dates and deadlines. See also [www. Rutland.gov.uk](http://www.Rutland.gov.uk)

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 County Council (See ‘Starting School’). 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 closing date.

Parents or 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.

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. Alternatively, you may request a part time place. (Admissions Code : 2.65 – 2.69)

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. (Admissions Code : 2.62 – 2.64)

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 at the 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. Forms must be obtained from the home local authority and returned to the home 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 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. More details can be found on the local authority website (www.rutland.gov.uk)

If a year group is full, a waiting list will be maintained. 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.

Waiting Lists – Annual Round

Parents whose children have not been offered a place will be informed of their right of appeal and will be added to their school's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year. The governors will maintain waiting lists in other year groups if all places in those groups have been filled

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. (Admissions Code : 3.19)

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. (Admissions Code 1.50, 1.51)

Allocation of Places

Children who have a Statement of Special Educational Needs which names the school will be admitted before the oversubscription criteria are applied. This will reduce the number of places available. See 'Starting Primary School in Rutland' for further details about special needs provision.

The Admissions Code also requires admission authorities to make special provision for children of UK Service Personnel, children who have been excluded twice and children with challenging behaviour. (Admissions Code : 3.27 – 3.33). See also 'Starting School in Rutland' for further information.

Oversubscription Criteria

If 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.

First priority in all categories will be given to siblings (see note 4) that is, children who will have older 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 of St Joseph's Oakham (*see Note 3*)
3. Catholic (*see note 2*) children living outside the Parish of St Joseph's Oakham
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 4*)
6. Other children and those for whom no Supplementary Form has been received

Tie Breakers

The initial tie breaker will be by distance measured as the shortest walking route from the front door of the child's home address to the main entrance of the school, with those living closer to the school receiving the higher priority.

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.

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 – Parish Boundary

The Parish of St Joseph's Oakham shares the same boundary as the County of Rutland except for that part of Rutland which is to the east of the A1

Note 4 – 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 5 - Definition of brothers and sisters

The governors use the same definition as that used by the Local Authority. See 'Starting Primary School'

Note 6 - Place of Residence

The governors use the same definition as that used by the Local Authority. See 'Starting Primary School'

Note 7 – Parents / Carers

The governors use the same definition as that used by the Local Authority. See 'Starting Primary School'

**ADMISSION TO CATHOLIC SCHOOLS
IN NOTTINGHAM DIOCESE
Supplementary Form**

If you are expressing a preference for a place for your child at a Catholic school in Nottingham Diocese, you should complete this Supplementary Form

- ✗ If you are applying to more than one Catholic School you will need to complete a separate supplementary form for each school.
- ✗ **If you do not complete this form** the governors will not be able to place your application in the correct category.
- ✗ Remember – you **must** also complete the Common Application Form.

Please also read the Schools Admission Policy for your preferred school(s) and your Local Authority Booklet before completing the form. These will explain where and by what date to return this form.

Name of school			
Surname of child:			
Forename(s)		Date of birth	/ /
Parent(s) / carer(s)			
Usual home address		Postcode	
Telephone		Mobile	
Has the child any sisters or brothers who will be attending the preferred school at the proposed time of admission? Please tick YES or NO	YES	NO	
If YES give name(s) and date(s) of birth			

Please read the relevant School's Admissions Policy noting in particular, any faith definitions.

Now complete the following by ticking the box which applies to your child.

ALL APPLICANTS <i>Please tick the relevant box</i>		✓	EVIDENCE REQUIRED ** <i>Please enclose evidence with this form</i>
1	My child is a baptised Catholic		A copy of the baptism certificate
2	My child is baptised in another Christian denomination and has been received into the Catholic church		A copy of the baptism certificate AND a written statement or certificate from a Catholic priest verifying that the child has been received into the Catholic church. Ask the priest to sign and stamp the letter with the parish stamp.
3	My child is enrolled in a recognised course of preparation leading to Catholic Baptism or Reception into the Catholic church		A written statement from a Catholic priest verifying that the child is preparing for baptism or reception Ask the priest to sign and stamp the letter with the parish stamp.
4	My child is baptised or dedicated in another Christian denomination which belongs to 'Churches Together In England' See policy for details		A copy of a baptism certificate or a dedication certificate
5	My child is not baptised but I / we would like him / her to be educated in a Catholic school		No evidence required

*** Governors may request extra supporting evidence if the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.) If you have difficulties in producing written evidence of baptism or reception into the church, you should contact your Parish Priest or The Diocesan Education Service for advice (01332 293833)*

The data on this form will only be used within the School admissions system, and will not be divulged to any third party outside the School in accordance with current Data Protection legislation.

Your name(s) in BLOCK CAPITALS		
Your signature(s)		

Date		

Office use		