

ST MARY & ST JOSEPH'S R C PRIMARY SCHOOL

ADMISSION POLICY 2021

This is a Catholic Primary School in the trusteeship of the Salford Diocese. It is maintained by Blackburn with Darwen Borough Council and is a Voluntary Aided School. The Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the School's year commencing September 2021, the governing body board has determined that the number of children to be admitted to the relevant year group will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing body. Parents must complete a Local Authority Preference Form or apply online via the website <https://www.blackburn.gov.uk/schools-and-education/school-admissions> If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the supplementary form which is available from the school.

If there are fewer than **30** applications, all applicants will be offered places. All children whose statement of Special Educational Needs (SEN) or Educational Health and Care (EHC) plan names the school must be admitted. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children. (see note a)
2. Baptised Catholic children with a sibling attending the school at the time of application and admission (see note c)
3. Baptised Catholic children resident in the parish of the Holy Family (see notes d)
4. Non Catholic Looked After children and previously Looked After Children (see note a).
5. Other Baptised Catholic children (see note b)
6. Other children with a sibling attending the school at the time of application and admission (see note C).
7. All remaining applicants – those whose homes are nearest the school having priority. Distances are measured as the crow flies, from home to the school gate, using the computerised mapping package offered by the Local Authority. (see note e)

Tie-Break

In the event of there being more applications within any category than places available, home to school distance (as set out in category 7) will be used as the tiebreaker. If a further tiebreaker is needed, i.e. if the distance is the same for two or more applicants where this would be the last place/s to be allocated, the Local Authority's system of a random draw will determine which child receives the offer. The draw will take place at the Local Authority's offices, and the name(s) will be drawn by a local authority officer who is independent of the admissions process.

NOTES

Catholic Child means;

- holding a certificate of Baptism signed by a priest of the Latin Catholic Church;
- Holding a certificate of reception of baptised Christians into the Latin Catholic Church.

a) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

b) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Director of Education or officers of the DDFE** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

c) 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

d) Parents should check carefully whether they are resident within the parish boundary of the Holy Family. A map showing the parish boundaries is available in school.

e) Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

F) All parents will be required to provide proof of evidence of address, by supplying an original, up-to-date utility bill or family credit book.

Admissions Process

All applications will be considered at the same time and after the closing date for admissions which is 15th January 2021. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.

Parents will be informed of the governors' decision on or after 16th April 2021 (National Offer Day for primary school applications).

If an application for admission has been turned down by the Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors

The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application

Multiple Births

It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

Waiting List

A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school to discuss this and then submit an "In Year Application Form" to the Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the governing body will have to refuse the application but information will be provided about how to appeal against this refusal.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Summer Born Children

If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Children who are already of school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children seeking admission to reception in the September after their fifth birthday

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carers of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.