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

School	Published Admissions Number	Nursery	Parish(es) served
Holy Trinity Catholic Primary School, Newark	**45**	**Yes**	**Holy Trinity Newark** **Our Lady of Victories, Southwell with St Anthony, Calverton**
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, Forest Town with St George's Rainworth**
St Philip Neri with St Bede Catholic Primary School, Mansfield	**60**	**Yes**	**St Philip Neri, Mansfield** **Our Lady Help of Christians, Kirkby-in-Ashfield**

This admission policy has been adopted by the Governing Bodies of all the above Catholic Primary Schools. It applies to all applications for the school year 2014-2015 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. See also www.nottinghamshire.gov.uk

The Application Form
Applications must be made on the 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 at www.nottinghamshire.gov.uk

The Supplementary Form and Supporting Evidence
In addition all applicants should complete the Supplementary Form. This form can be downloaded from the Local Authority website and is also available from any of the schools. The completed form, together with any required evidence, (see below), should be returned to each Catholic school for which a preference has been made by the same closing date set by the Local Authority for the return of 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.

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 up until the term in which the child reaches compulsory school age. 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.

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.

Applications during the School Year
Details of the application process are available from the school 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 admission number has been reached, the child will be only offered a place 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.

Decisions will be made 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'). Your appeal should be lodged within twenty school days after the date of your refusal letter.

Oversubscription (Waiting) Lists
Parents whose children have not been offered their preferred school in the normal admissions round 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.

Schools may maintain waiting lists after this date. Please contact the school to request further 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.

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, care of the school no later than twenty school days after the offer letter has been received. 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 on the school.

Fair Access Protocols
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.

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
Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the planned admission number.

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 'Admissions to School Guide to Parents' 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 looked after or previously looked after children. (*see notes 1and 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. 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 classed as looked after or previously looked after children (*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 looked after children or previously looked after children
A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time application for his / her admission is made and who the Local Authority has confirmed will still be looked after at the time when he / she is admitted to school or a child who was looked after but ceased to be so because they were adopted or who has become subject to a residence order or a special guardianship order immediately after being looked after.

Note 2 - Definition of Catholic
- 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.
- 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 Guide to Parents'

Note 4 - Place of Residence
The governors of each school use the same definition as used by the Local Authority. 'Admissions to School Guide to Parents'

Note 5 – Parents/Carers
The governors of each school use the same definition as used by the Local Authority. See 'Admissions to School Guide to Parents'