

Admission Policy St Patrick's Catholic Primary School 2015/ 2016

MISSION STATEMENT

St Patrick's Catholic Primary School, offers a distinctive education within a caring Christian Community where everyone can feel valued, confident and secure

We believe that each person is gifted, unique and loved by God.

By working in partnership we create a challenging, stimulating and effective learning environment where Christ is our inspiration.

Introduction

St Patrick's Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Nottinghamshire LA. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Patrick's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2015/2016 is 15

Co-ordinated Scheme for Admission Arrangements

Details of the coordinated scheme can be obtained from Nottinghamshire County Council(www.nottinghamshire.gov.uk). Applications are made to the home local authority by the closing date. In addition, a supplementary information form should be completed and returned directly to the school.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express preferences in rank order. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

Date of Admission to the School for 2015/2016 is TBA

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body being the admissions authority for this school, will admit children into school as follows:

- children whose fifth birthday falls between 1st September and 31st August 2015– admission at the beginning of the Autumn Term in September 2015.

Admission oversubscription criteria:

Please note that children who have a Statement of Special Educational Needs that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance measurement.

Priority within a category will be based on the shortest distance between the applicant's home and the school by the most direct route as measured by Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children and previously looked after children
- b) are siblings (footnote 3) of Catholic children attending St Patrick's Catholic Primary School at the time of admission
- c) live within the parish of St Patrick's School Harworth
- d) who live and worship within the parish of St Patrick's Church, Harworth

Category Two

Children who are Looked after or previously looked after children who are not baptised Catholics

Category Three

Children who have siblings (footnote 3) attending St Patrick's Catholic Primary School, Harworth at the time of admission.

Category Four

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are worshipping members of other Christian Churches, who are full members of Churches Together in England (footnote 4) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Patrick's, Harworth

Category Six

Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need relevant to the school provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St Patrick's Catholic Primary School is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children

Footnotes:**Footnote 1.**

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Nottinghamshire LA.

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

Looked after and previously looked after

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Footnote 4

Definition of Sibling.

For the sibling (brother or sister) criterion to be applicable one of the following conditions must exist at the time of entry into school:

- brother and/or sister to be permanently resident at the same address.
- stepbrother and/or stepsister to be permanently resident at the same address.
- half brother and/or half sister to be permanently resident at the same address.
- brother and/or sister who do not live at the same residence but, who share the same parent.
- child of the parent/carer's partner to be permanently resident at the same address.

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above

Footnote 5

Churches Together in England

For the most up to date list please see: www.churches-together.org.uk or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at on the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

Late Applications

Late applications will be dealt with in accordance with Nottinghamshire County Council's coordinated scheme.

Waiting List

Waiting lists will be dealt with in accordance with Nottinghamshire County Council's coordinated scheme.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

Applications outside of the normal admissions round will be dealt with in accordance with Nottinghamshire County Council's in-year coordinated scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the School Admissions Appeals Code. Details of the appeals process will be made available to all unsuccessful applicants. Appeals should be lodged within 20 school days of the receipt of the refusal letter.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

***The Appeals Clerk
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP***

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

The school participates in the Nottinghamshire County Council's Fair Access Protocol.

Documentation Required

1. The school requires additional information not contained on the common application form. You are strongly recommended to supply this additional information with the common application form as this is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by the date indicated above.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic/ baptised Christian
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of St Patrick's Catholic Primary School, Harworth.

Date 02.12.13

Application for a place in St Patrick's Catholic Primary School in the Diocese of Hallam

Additional Information

Please write clearly in block capitals, ensure that you have completed all the relevant parts of the form and attach it to the common application form.

Full Name of Child _____

Date of Birth _____

Please tick one box from those below to indicate your child's faith or religion

Roman Catholic

Other Christian Please state

Other Faith Please state

Not applicable

Present Parish / Place of Worship (if applicable)

Signed _____ Date _____

If your child is a Roman Catholic / baptised or formally dedicated Christian please attach a photocopy of the Baptismal Certificate or proof of Baptism or Dedication.

If your child is not a Roman Catholic and worships in another Christian Church or is of another Faith, please ask your Minister or Religious Leader to complete the reference below:

Minister / Religious Leader's Reference

(Please state how you know the child and how frequently they worship within your community)

At the time of this application is your Church a full member of Churches Together in England? Yes No