

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

School	Published Admission Number	Nursery	Parish(es) served
<b>St Joseph's Catholic Primary School, Boughton</b>	30	Yes	St Joseph's, New Ollerton
<b>St Philip Neri with St Bede Catholic Primary School, Mansfield</b>	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 2015-16.

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 admission authority. Each Governing Body is responsible for determining the admissions policy and for all decisions relating to admissions. The admissions process is coordinated by Nottinghamshire Local Authority on behalf of the school governors.

**Parents should consult the Nottinghamshire County Council's 'Admissions to schools: guide for parents' which gives full details of the admissions process, including information on the admissions cycle. See also [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)**

**The Application Form**

For applications for a primary school place in reception, parents should apply on the home local authority form. Applications must be made to the home local authority by the 15<sup>th</sup> January. Information is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

For all other applications, parents are required to complete Nottinghamshire County Council's common application giving up to four choices of school.

**The Supplementary Form and Supporting Evidence**

In addition all applicants should complete the Supplementary Form. This form can be downloaded from Nottinghamshire County Council's website and is also available from any of the academies. The completed form, together with any required evidence, (see below), should be returned to each Catholic Primary Voluntary Academy by the 15<sup>th</sup> January.

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.**

### **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**

Applications received after the closing date will be considered 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 Nottinghamshire County Council. 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 application is refused, 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.

### **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 reception year to year 6 will be maintained until the end of the academic year and the child's name will remain on the waiting list until that time or until the parents request the school to remove the child's name from the list.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the waiting list 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 decision 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, 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. The schools listed in this policy participate in the Nottinghamshire County Council Fair Access Protocol.

### **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.

### **Attendance at Nursery**

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school.

### **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 which names the school will be admitted. This will reduce the number of places available for other children. See Nottinghamshire County Council's 'Admissions to schools: guide for parents' for further information.

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.

1. Catholic looked after or previously looked after children (*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
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. Other children who are looked after or previously looked after children (*see note 1*)

7. Other children who will have a sibling (*see note 3*) attending the school at the proposed time of admission
8. Other children

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 Nottinghamshire County Council's computerised measuring system. In the event of needing to discriminate between pupils living in the same block of flats, where the same distance measurement is produced, 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 the drawing of lots supervised by someone independent of the school.

**Note 1 - Definition of looked after children or previously looked after children**

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

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted, or
- (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

**Note 2 - Definition of Catholic**

- A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full communion with the Bishop of Rome, (Pope Francis). Advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full communion with the Catholic church
- A child who, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records). Written verification signed by a Catholic priest and stamped with the parish stamp will be required.

**Note 3 - Definition of Sibling (brothers and sisters)**

The governors of each school use the same definition as used by Nottinghamshire County Council. See Nottinghamshire County Council's 'Admissions to schools: guide for parents'.

**Home Address**

The governors of each school use the same definition as used by Nottinghamshire County Council, please see 'Admissions to schools: guide for parents'.

**Parents/Carers**

The governors of each school use the same definition as used by Nottinghamshire County Council, please see 'Admissions to schools: guide for parents'.