

**Admission Policy for Catholic Voluntary Aided Primary Schools in Nottinghamshire  
(Nottingham Diocese)  
2009-2010**

<i>School</i>	<i>PAN</i>	<i>Nursery</i>	<i>Parish(es) served</i>
Holy Cross Catholic Primary School, Hucknall	20	Yes	Holy Cross Hucknall
Holy Trinity Catholic Primary School, Newark	32	Yes	Holy Trinity Newark and Our Lady of Victories Southwell
Sacred Heart Catholic Primary School, Carlton	30	Yes	Sacred Heart and St Bernadette Carlton
St Edmund Campion Catholic Primary School, West Bridgford	50	No	Holy Spirit West Bridgford and Our Lady of Grace Cotgrave
St Joseph's Catholic Primary School, Boughton	26	Yes	St Joseph's New Ollerton
St Patrick's Catholic Primary School, Mansfield	30	Yes	St Patrick's and St George's Mansfield
St Philip Neri with St Bede Catholic Primary School, Mansfield	60	Yes	St Philip Neri with St Bede's and Our Lady Help of Christians Kirkby-in-Ashfield
The Good Shepherd Catholic Primary School, Woodthorpe	50	No	Good Shepherd Parish within the Gedling boundary
The Priory Catholic Primary School, Eastwood	25	No	Our Lady of Good Counsel Eastwood

This admission policy has been adopted by the Governing Bodies of all Nottinghamshire Catholic Primary Schools in the Nottingham Diocese and will operate during the school year which starts in September 2009.

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. All our schools are mindful of the mission of the church to welcome those who are disadvantaged or marginalised. In particular, we welcome children of families from other countries who have made their home in the County.

The Nottinghamshire 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. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church.

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 "Going to School in Nottinghamshire 2009-2010" which gives full details of the admissions process, including information on the admissions cycle

#### **How and when to apply**

Applications must be made on the Common Application Form. The form must be returned by the closing date set by the Local Authority. Parents applying to St Mary's School must also complete the Supplementary Form. This is available from the school and must be returned by the same closing date. Parents of baptised Catholic children and others who are baptised or dedicated in another Christian denomination are required to give full details of baptism (or dedication) on the supplementary form. Governors reserve the right to verify this information.

#### **Nursery and Foundation 1 Classes**

Schools with Nursery / Foundation 1 classes are shown above. Applications for full time places in the school must be made separately. A place in the Nursery / F1 class does not guarantee a full time school place

#### **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.

### **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 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**

Such applications will be considered in accordance with our policy. 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, 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 will be asked to decide which of their children should take up the place.

### **Appeals**

If your child is not allocated a place, you have a statutory right to appeal. You should do this by writing to the Clerk to Governors of your preferred school no later than three weeks (fifteen working days) after you have received your offer letter from the Local Authority. Your 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 from parents made during the school year outside the normal round will be considered by the Admissions Committee of the Governing Body. 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 or above the admissions number, the child will be offered a place only if there are 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.

All places are offered subject to the child starting at school within seven days of the starting date stated within the offer letter. Any place not taken up within seven days may be withdrawn and offered to another child. Governors reserve the right to extend the timescale of an offer if they consider there to be exceptional circumstances at the time.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal must be lodged within three weeks (15 working days) after the date of your refusal letter.

### **Waiting Lists**

A reserve list is kept by the Local Authority for applications during the normal annual round. The list will open on offer day and will close on the last day of the spring term 2010. Thereafter, each school may operate its own waiting list in all years. Names on waiting lists are ranked according to the oversubscription criteria listed below. Please contact the relevant school for details of its waiting list arrangements.

### **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**

Where schools have more applications than places, Governors will apply the following criteria in the order listed.

Children who have a Statement of Special Educational Needs will be admitted. This will reduce the number of places available. See 'Going to School in Nottinghamshire' for further details about special needs provision.

**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(es) served by the school
3. Catholic (*see note 2*) children living outside these parish(es)
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 as recognised by Churches Together in England. (*See Note 3*). First priority will be given to members of the Orthodox Churches.
6. Children who are attending the Nursery or Foundation 1 class (where relevant)
7. Children of other world faiths not referred to above whose parents are seeking a Christian environment for their children's education.
8. Other children whose parents (*See Note 6*) are seeking a Christian environment for their children's education.

If **Categories Two or Three** are oversubscribed, priority (after sibling priority) will be given to children who attend weekly Mass with one or both parents or with a close family relative. Parents will be issued with a verification form which will need to be countersigned by a priest who can verify Mass attendance.

If **Category Five** is oversubscribed, priority (after sibling priority) will be given to members of the Orthodox Churches

If **Categories Six, Seven or Eight** are oversubscribed, (after sibling priority) preference 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.

**This distance 'tie breaker' will be used in any of the six categories, if two or more applicants are equal in all other respects.**

#### **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 (parishes are requested to keep appropriate records).

#### **Note 3 – Churches Together in England**

(See [www.churches-together.org.uk](http://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 4 - Definition of Sibling (brothers and sisters)**

The governors of each school use the same definition as used by the Local Authority. See 'Going to School in Nottinghamshire'

**Note 5 - Place of Residence**

The governors of each school use the same definition as used by the Local Authority. See 'Going to School in Nottinghamshire'

**Note 6 – Parents**

The governors of each school use the same definition as used by the Local Authority. See 'Going to School in Nottinghamshire'