

HOW DO I APPLY FOR MY CHILD TO GO TO SACRED HEART?

This booklet only gives you a very brief picture of life at Sacred Heart. If you are interested in sending your child to the school, why not visit us and see the school at work. The Headteacher, Mr Vaughan will be happy to show you around if you can make an appointment in advance. If you like what you see and wish to register your interest for your child to attend Sacred Heart you can collect a form either when you visit or from the school secretary. The form should then be filled in and returned to the school, together with your child's birth certificate and certificate of baptism.

Nottinghamshire County Local Authority Co-ordinated Admission Scheme

Nottinghamshire Local Authority co-ordinates admissions into the school on behalf of the Governing Body.

You will receive a form from your Local Authority 'Applying for a place at a Primary School' when you receive this you should complete it putting 'Sacred Heart' as your first choice, if this is still your first choice school and return it to the education Authority. Places will then be allocated using the admission criteria as detailed below. Please note all applications to the school must be made using the Local Authority Forms. Completed application forms should be returned to the Local Authority by:

Timescale for 2008/09 to be included once the dates are known.

CAN ANY CHILD GO TO SACRED HEART SCHOOL

Dates of admission

Children are admitted into the Reception class during the year in which they have their fifth birthday. Children whose birthday falls between 1st September and 31st March are admitted into the Reception Class which starts in September. Children whose birthday falls between 1st April and 31st August start in the Reception class in January.

By law, we are not allowed to allocate more than 30 places in any class containing children aged between 4 and 7. This applies to normal admissions and to admissions made at other times during the school year.

Over subscription Criteria

The school's planned admission number into the Reception Class is a maximum of 30 pupils. If the number of applications exceeds this number then the Governors will consider applications according to the following order of priority.

Children who have a Statement of Special Educational Needs where the school is named as the most appropriate educational setting for the child will be admitted. This will reduce the number of places available to applicants

Priority will be given in all categories to children who have a sibling (see Note 1) in the school at the time of application.

If the number of applications exceeds the Admission Number, the following oversubscription criteria will be used to allocate places.

Category One

Catholic children (*See Note 2*) who are in the care of a local authority. (Note 3)

Category Two

Catholic (*see Note 2*) children living or worshipping in the Parish of Sacred Heart and St. Bernadette's.

If Category Two is oversubscribed, priority will be given to children of parents who are regular Mass attenders. Parents will be required to complete a verification form and to have it signed by a priest who knows them

Category Three

Catholic (*see Note 2*) children living outside the Parish of Sacred Heart and St. Bernadette's..

If Category Three is oversubscribed, priority will be given to children of parents who are regular Mass attenders. Parents will be required to complete a verification form and to have it signed by a priest who knows them

Category Four

Children of other faiths or no faith who are in the care of the local authority. (Note 3)

Category Five

Children who are baptised or dedicated members of other Christian churches as recognised by Churches Together in England. Priority will be given to members of the Eastern Orthodox churches. These are shown in bold type in Note 4. (*See Note 4*).

Category Six Children of other world faiths whose parents are seeking a Christian environment for their children's education. **Category Seven** Other children whose parents are seeking a Christian environment for their children's education. ***If Categories Five, Six and Seven are oversubscribed, the Governing Body will make a decision based on the shortest, straight line distance between the applicant's home and the main entrance of the school. This distance 'tie breaker' will be used in any of the five categories if two or more applicants are equal in all other respects.***

Note 1 - Definition of Sibling

Siblings (brothers or sisters) are considered to be those children who live at the same address and either :

- a. have one or both natural parents in common
- or b. are related by a parent's marriage
- or c. are adopted or fostered.

Note 2 - Definition of Catholic

A child baptised in the Roman Catholic Church or baptised in one of the other rites of the Catholic Church whose members are in full communion with the Bishop of Rome (Pope John Paul II) (eg The Greek Catholic Church) A child baptised in another Christian faith who has been received into full communion in the Roman Catholic faith 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 - Definition of Looked after Child (in public care)

This includes any child/young person who is subject to a Full Care Order, an Interim Care Order, accommodated under Section 20 of the Children Act 1989 or is remanded or detained into Local Authority accommodation under Criminal Law.

Note 4 – Churches Together in England

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| The Baptist Union of Great Britain | Cherubim and Seraphim Council of Churches |
| Church of England | Church of Scotland Congregational Federation |
| Council of African, Afro-Caribbean Churches. | Council of Oriental Orthodox Christian Churches |
| Free Churches’ Council | Greek Orthodox Church |
| Independent Methodist Churches | Joint Council for Anglo-Caribbean Churches |
| Lutheran Council of Great Britain | Methodist Church |
| Moravian Church | New Testament Assembly |
| Religious Society of Friends | Roman Catholic Church |
| Russian Orthodox Church | Salvation Army |
| United Reformed Church | Wesleyan Holiness Church |
| Ichthus Christian Fellowship | |

Note 5 - Place of Residence

The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at 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, including weekends.

WHAT IF MY CHILD IS REFUSED A PLACE AT SACRED HEART?

If your child is refused a place at Sacred Heart it may be because the year group is already full and your child does not meet the admission criteria, or other children meet the criteria more closely. Unsuccessful applicants may appeal against a decision. Should you wish to appeal against a decision, you should write to the Chairman of Governors at the school, within 14 days of receiving notification that your child has not been allocated a place, detailing the grounds on which you are appealing. An independent appeals panel will then hear this appeal. At this appeal parents are given the opportunity to present their case in writing or in person. A friend or relative may accompany the applicant. The details of the date, time and place of the appeal hearing will be notified to the applicant.

WAITING LISTS

If parents are unsuccessful in gaining a place at the school they may request to go on a waiting list. Waiting lists are kept for the intake year group only, and operate until the start of the Summer Term, which begins in September.

LATE APPLICATIONS

Sometimes families move into the area once the school year has started, or parents seek a transfer of their child from another school to Sacred Heart. In these cases parents can make a late application for their child to start school. All late applications are made in line with the local authority primary co-ordinated scheme. In the case of late applications to the Reception class unless there are exceptional reasons for the late application, for example, family bereavement, hospitalisation or trauma, late applications will be considered after the published dates for notifying parents of the outcome of their school preference. If however, a late application is made, a place is available, and a waiting list is not in operation for that year group, a place will be allocated. Places on the waiting list are allocated according to the school's over subscription criteria.