



Diocese of Middlesbrough
Primary Admission Policy for
St. Hilda's Primary School
within NYCC Local Authority
2016-2017

St. Hilda's School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to the school parents or carers are declaring their support for the aims and ethos of the school.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2014 is 15

The partner parishes are:

St. Hilda's, Whitby incorporating English Martyrs, Sleights

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Roman Catholic school should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children who have a statement of **Special Educational Need** which names our school will be admitted to the school

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2016.)

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the parishes of St. Hilda's, Whitby incorporating English Martyrs, Sleights.
3. Other Roman Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Baptised of other Christian denominations whose baptism is recognised by the Roman Catholic Church (see Note 3)
6. Other children.

ADDITIONAL NOTES

1. Definition of Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

A 'looked after' child is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see Section 22(1),

Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002).

3. Definition of Baptised children of other Christian denominations whose baptism is recognised by the Roman Catholic Church

Baptism is administered only by a **washing in real water** with the **proper form of words** [the Trinitarian Formula naming Father, Son, and Holy Spirit] in accordance with c. 849.

The following information is provided with the hope that it will help in discerning the canonical status of candidates. **It is not exhaustive.** *When in doubt, reference should be made to the Chancery of the Roman Catholic Diocese of Middlesbrough.*

Adventist

African Methodist Episcopal

Ethiopian Catholic

Anglican Valid Baptism

Antiochian: Malabarese

Antiochian: Maronite

Armenian Apostolic

Baptist

Byzantine: Belarusan

Byzantine: Croatian

Byzantine: Greek

Byzantine: Hungarian

Byzantine: Romanian

Byzantine: Ruthenian

Byzantine: Ukranian

Church of God

Church of the Nazarene

Congregational Church

Eastern Non-Catholics (Orthodox)

Episcopal Church

Evangelical Church of Covenant

Alexandrian: Coptic Alexandrian:

Amish/ Mennonite Valid Baptism

Antiochian: Chaldean Valid Baptism

Antiochian: Malankarese

Antiochian: Syro-Antiochian

Assembly of God

Byzantine: Albanian

Byzantine: Bulgarian

Byzantine: Czech

Byzantine: Greek-Melkite

Byzantine: Italo-Greek

Byzantine: Russian

Byzantine: Slovak

Chinese Catholic Baptism

Church of the Brethren

Community of Pope Pius X (Lefebvre)

Disciples of Christ

Eastern Rite Catholics

Evangelical Church of Covenant

Evangelical Churches

Evangelical United Brethren	Latin: Roman Catholic
Liberal Catholic Church	Lutheran
Methodist	Old Catholic Church
Old Roman Catholic Church	Orthodox (see Eastern above)
Polish National Church (is Eastern Rite)	Presbyterian
Reformed Church	United Church of Christ

A baptismal certificate confirming baptism will be required to be produced to confirm eligibility under criterion 6

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured[in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the LA on the 18th April 2016.