



Sacred Heart RC Primary School

Admission Policy 2017 – 2018

Sacred Heart Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and it seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than the places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school, parents, carers are declaring their support for the aims and ethos of the school.

The Governing Body of Sacred Heart Catholic Primary School is the Admissions Authority for this school and intends to admit 15 pupils to the Reception year group in September 2017. (The total school roll will not exceed 105)

Over Subscription Criteria

1. Looked after children from catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Baptised Catholic children who lived in the defined area.
3. Other baptised Catholic children.
4. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

5. Children of other Christian denominations, or of other Faiths, whose parent or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing by a minister of religion or an appropriate religious leader.
6. Other children.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following terms will be applied.

The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category.

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to over subscription, the available places will be offered to those living nearest to the school. 'Straight line distance' will be used as the measure. (See notes)

Application Procedures and Timetable

Failure to provide a Common Preference Form (CPF) would mean the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority by 15th January. The Supplementary Information Form is available from school and should be submitted to school in January.

Parents /Carers will be advised of the outcome of their applications in April.

Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Deferred Entry to Primary Schools

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after a child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part time until their child reaches compulsory age.

Admissions outside the normal admission round from September 2017- applications should be made to the school and dealt with the admission authority of the school i.e. the Governing Body.

Waiting Lists

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the over subscription criteria set out above. Names are normally taken off the list at the end of the academic year.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Notes

Catholic means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic Church, or a certificate of reception into the full communion of the Catholic Church will normally evidence this. This includes Eastern Catholic Churches.

Catechumens are those children who have given an explicit desire to be baptised into the Roman Catholic Church and are currently preparing to receive Baptism by regular participation in Sunday Worship and recognised programme of preparation. A letter from the parish priest is required.

Looked After Child has the same meaning as in Section 22 of the Children Act 1989 and means any child in the care of the Local Authority or provided with accommodation by them (e.g. with foster parents).

Defined Area is a geographical area. Please see boundary maps for available for inspection in school.

(Boundaries determined by Diocese of Middlesbrough)

Siblings (Brother and Sister) includes children with brothers and sisters (including step siblings, adoptive siblings and foster siblings) of a statutory school age, living at the same address, in attendance at the same school on the date of admission.

Twins or Triplets where a family of twins or triplets request admission and if one sibling has been offered the last place the ‘excepted pupil’ rule comes in and the other twins/triplets are offered the place.

Live In all categories ‘live’ means the child’s permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or carer’s address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admission purposes only one address can be used as a child’s permanent address. When a child lives with one parent/carer, at a different address, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from

the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by random allocation.

Straight Line Distance in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to school, using a straight line measure, have priority.

Headteacher_____

Date_____

Date to be reviewed_____