

Policy Reference: 13
ADMISSIONS POLICY
Version: 2



Name and Designation of Policy Author(s)	Admissions Committee		Is this a Statutory Document
			Yes
Approved By (Committee / Group)	Full Governing Body		
Date Approved	29th February 2016		
Date Ratified by FGB	29 th February 2016		
Date Published	1 st March 2016	Is this to be published publicly on the school website?	Yes
Review Date	7 years from publication		
Target Audience	Parents / Carers		
Links to Other Strategies, Policies, Procedures, etc	Nursery Admissions Policy		

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
Jan 2016	2	Admissions Committee	Revision of criteria to follow guidelines from the Diocese in respect of Looked after children and children with exceptional needs (criteria 1 and 2); Inclusion of guidance notes to comply with this.
Nov 2014	1.1	Admissions Committee	Revision of final sentence in opening paragraph to remove reference to a specific year and thereby ensuring the policy is relevant for use until the next review date

Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Lead
This policy is easily accessible on the school website for staff, parents and governors & is in date	100%	Check of the website once each term and annually	Admissions	Chair of Admissions Committee
Admissions numbers are not exceeded in any class without reference to Admissions Committee	100%	Check annually	Admissions	Chair of Admissions Committee

Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

We are called to love one another as we seek to be the best in all that we learn and do.

We celebrate and nurture the gifts, talents and skills of everyone.

We commit ourselves to grow together in faith, love and service.

St Catherine's Primary School is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Manchester Local Education Authority as a Voluntary Aided School. The co-ordination of admissions arrangements is undertaken by the Local Authority.

The School's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For each School Year until further notice, the Governing Body has set its planned admissions number at 60.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website <http://www.manchester.gov.uk/admissions>. If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school www.st-catherines.manchester.sch.uk/admissions

Admissions Criteria

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Looked After Children and previously Looked After Children.
2. Children with an exceptional need which can be best met, or only met at this school*
3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St Catherine of Siena.
4. Other baptised Roman Catholic children who are resident in the parish of St

Catherine of Siena.

5. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
6. Other baptised Roman Catholic children resident in another parish.
7. Other children who have a brother or sister attending the school at the time of admission.
8. Other children

Footnote:

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable (see note h).

The Governing Body delegates Admissions decisions to the Admissions Committee and authorises the Headteacher to admit children in accord with the Admissions Policy and up to the admission number set by the Governing Body. The Headteacher is not authorised to refuse admission but will refer any application for which a place is not available in accord with the Admissions Policy to the Admissions Committee.

The Governing Body reserve the right to withdraw the offer of a place where false evidence is received in relation to baptism, sibling connections or place of residence.

NOTES

- a) 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) All applicants will be considered at the same time and after the closing date for admissions which is 1st March each year. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- c) Late applications will be considered in accordance with the Admissions Policy. They will be admitted if a place is available but placed on the standing waiting list if not available.
- d) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- e) Parents should check carefully whether they are resident within the parish boundary of St Catherine of Siena. A map illustrating the boundary is provided on request from the school office,
- f) It is the duty of Governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.

- g) If in any category there are more applications than places available priority will be given according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.
- h) If a parent has chosen the school because the child has exceptional social, medical or educational circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. If supporting evidence is not supplied with the application the application will be refused.
- i) **If an application for admission has been turned down by the school, parents can appeal to the Governing Body. Parents must submit their reason for appealing in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. The Admissions committee will respond within five working days. If the school's decision is upheld, parents can appeal to an independent Appeals Panel. The decision of the independent appeals panel is binding upon the Governors.**
- j) Admission arrangements to the Reception class are separate from those for the Nursery.
- k) Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class. Although the admission arrangements for the Nursery are separate they are totally based upon the criteria in the main School Admissions Policy.
- l) Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- m) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- n) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

- o) If a child is a “summer born child”, parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.
- p) The Governing Body is required to state arrangements in place for determining between applicants whose standing is exactly the same, (for example, exactly equal proximity to the school). Whilst doubting that such an eventuality would ever occur, the matter would be resolved by lot.