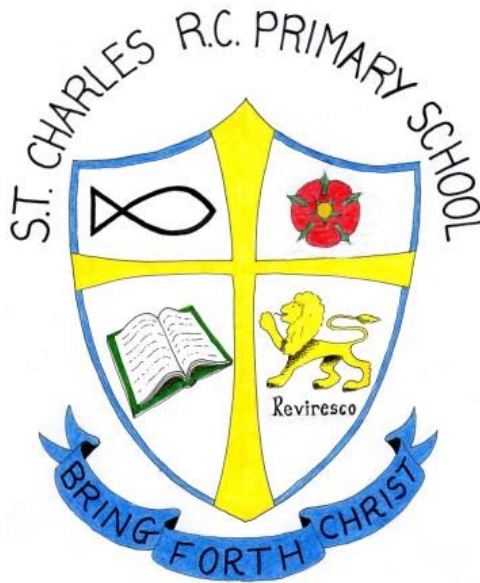


# ST CHARLES' RC PRIMARY SCHOOL

## ADMISSIONS POLICY 2018/19



“Bring Forth Christ”

Updated:	October 2017
By:	Mrs Vivien Baker
Approved by Governors:	
Mrs V Baker is responsible for monitoring this policy.	
Signature of Chair of Governors	
	Date:
Signature of Head teacher	
	Date:
Date of next review: October 2018	

## St Charles' R.C. Primary School, Rishton.

### Admission Policy for 2018 / 2019.

These procedures apply to admissions to St Charles Primary School, which is a Roman Catholic Voluntary Aided School, provided by the Diocese of Salford and is maintained by Lancashire County Council. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

Applications for admission to the school for September 2018 should be made on the common application form enclosed with the County Council's brochure or on-line. These applications are available between September 2017 and January 2018. After the closing date of 15th January 2018, the admission committee will allocate places. All preferences listed on the common application form will be considered on an equal basis with the following set of admission criteria forming a priority order where there are more applications for admissions than the school has places available.

Letters informing parents of whether or not their child has been allocated a place at St Charles will be sent out by the Local Authority by 16th April 2018. Parents of children not admitted will be informed of the reason and offered an alternative school place by the Authority.

**For the academic year, 2018/2019, the admission number is: 30.**

Children who have an Education, Health and Care Plan or Statement of Special Educational Needs or Individual Pupil Resource Agreement, where the named school is St Charles, will be given priority above other children. Thereafter, if the demand for places exceeds the number of places available, priority will be given to the following categories listed below in priority order:

1. Children looked-after and previous children looked-after.(see note a)
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school; (see note f)
3. Baptised Roman Catholic children, who have a sibling attending the school at time of admission and are resident in the parish of St Charles Borromeo, Rishton (see note c).
4. Baptised Roman Catholic children who are resident in the parish of St Charles Borromeo, Rishton.
5. Other Baptised Roman Catholic children
6. Children with a parent worshipping in a Church in membership of the Churches Together in Britain and Ireland (see note b):
  - a) who live in the parish of St Charles, Rishton and attend a church within the parish.
  - b) who live in the parish of St Charles, Rishton and attend a Church outside this parish.
  - c) who live outside the parish of St Charles, Rishton and attend a Church within this parish.
  - d) who live outside the parish of St Charles, Rishton and attend a Church outside this parish.

7. Other children with a sibling attending the school at time of application and admission (see note c).
8. Other children.

### **Tie break**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### **Notes:**

- a. A Looked After child is a child who is in the care of the Local Authority or being provided with accommodation by the Local Authority in the exercise of their Social Services function. A previously Looked After child is one who immediately moved on from the status after becoming subject to adoption, residence or special guardianship order.
- b. In category 6, "parent worshipping" means attending church services at least once a month for 6 months prior to 1<sup>st</sup> September in the year before admission to school, as certified by the church minister. Membership of Churches Together in Britain and Ireland is decided by reference to the official list as at 1<sup>st</sup> September in the year prior to admission - see website at [www.ctbi.org.uk](http://www.ctbi.org.uk).
- c. "sibling" includes half, step, foster and adopted siblings or the child of the parent / carer's partner who live at the same address.
- d. Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- e. Where a family of twins and children of multiple births request admission where one of the children is the 30<sup>th</sup> child admitted the other child or children may be admitted.
- f. 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.
- g. Each Roman Catholic applicant will be required to produce a baptismal certificate unless they were baptised at St Charles Church, where baptismal records will be checked.

For "in-year" applications received outside the normal admission round and if places are available then children qualifying under the published criteria will be admitted. If there are more places available but more applications than places then the published oversubscription criteria will be applied.

It is the duty of Governors to comply with class size limits at Key Stage 1. This means that the school cannot admit more than 30 children in Key Stage 1 classes, except as in note e.

Children who apply for place and are not admitted will have their names placed on the waiting list. The order of names on the waiting list is based on the admission criteria and not the date of application. This may mean that a child may join the waiting list and have a

higher priority than children who have been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list is offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will be kept in place for the full duration of the Autumn term in the academic year of submission.

#### **Late applications.**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date for applications will be considered after all the others, and placed on the waiting list in order according to the criteria.

#### **Deferred admission and part time provision**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

#### **Fraudulent applications.**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent (e.g. giving a false address in order to gain an advantage), then the offer of a place will be withdrawn.

#### **Appeal**

Where the Governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an Independent Appeal Panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002. Appeal forms are available from the school office. Appeal forms should be completed and returned to the school by 16th May 2018.

**St. Charles' RCP School**

**Admission to Primary School - September 2018**

**SCHOOL APPLIED FOR:** St Charles' RCP School, Knowles Street, Rishton, BB1 4HT

**APPLICANT INFORMATION:**

Name of parent(s)/guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**CHILD INFORMATION:**

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

(if different from above)

\_\_\_\_\_

Is the child a baptised Catholic?    Yes                          No   

If 'yes', give the parish and date of baptism:

\_\_\_\_\_

In which parish does the child currently live (*see note 2 - overleaf*):

\_\_\_\_\_

**STATEMENT FORM    (TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER  
WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)**

Minister/Leader (Print name): \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_

Signed and dated: \_\_\_\_\_

## NOTES FOR INFORMATION:

### 1. Supplementary Information Form (SIF)

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form - either the on-line or paper version. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

### 2. Evidence of Baptism - Catholic

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate or letter confirming baptism by the Parish priest will be required to confirm your child is a baptised Catholic.

**PLEASE PRINT A HARD COPY OF THIS FORM AND RETURN IT DIRECT TO ST CHARLES' PRIMARY SCHOOL. THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE (OR PAPER) APPLICATION FORM.**