

# ST CHARLES R.C VA PRIMARY SCHOOL.



## Admissions Policy

2015-16

Policy Author	Date Published	Date for Review	Reviewer
M Hulme	April 2014	April 2015	M Hulme

**Signature of Chair of Governors**

**Date:** \_\_\_\_\_

**Signature of Headteacher**

**Date:** \_\_\_\_\_

## ADMISSIONS POLICY

### ADMISSIONS POLICY FOR *St Charles' Rc VA Primary School* in Kingston upon Hull

**This Admissions policy has been formally adopted by the Governing Body of the above Roman Catholic Primary School in Kingston upon Hull**

**The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2015 is 30**

**The partner parishes are:**

*St Charles Borromeo & West Hull Parishes*

**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. All forms must be returned by the closing date set by the Local Authority.**

Late Applications

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

Oversubscription Criteria

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

**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 2015 )***

1. 'Children looked after' (in public care) and 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 parish(es) of St Charles Borromeo and West Hull Parishes
3. Roman Catholic children resident in one of the partner parishes
4. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) and whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
5. Children of other Faith traditions whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
6. Other children

If applicants are seeking admission under criteria 4 and 5 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

## 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 5 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 Children in the care of a Local Authority

A child, who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and who the Local Authority can confirm, will still be looked after at time of admission to the school.

### 3. 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.

### 4. Churches Together in England

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union

British Antiochian Orthodox Church

Cherubim and Seraphim Council of Churches

The Church of England

Church of God Prophecy

Church of Scotland (in England)

Congregational Federation

Coptic Orthodox

Council of African and Caribbean Churches

Council of Oriental Orthodox Churches

Ichthus Christian Fellowship

Independent Methodist Churches

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

The Methodist Church

United Reform Church

Wesleyan Holiness Church

### 5. 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/by the shortest walking route] from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerized measuring system], with those living closer to the school receiving the higher priority.

### 6. Twins or triplets

Where a family of twins or triplets request admission and if one sibling has been offered the 30<sup>th</sup> or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

### 7. 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.

### 8. 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.

#### **9. 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 second week of the Autumn term.

#### **10. 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 as soon as possible.