

Admission arrangements 2019-20

Our Lady & St Patrick's Catholic Primary, Maryport

Our Lady & St Patrick's is a Catholic Primary School in the trusteeship of the Diocese of Lancaster. As a voluntary aided school, the Governing Body is the admissions authority and is responsible for making decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

The Published Admission Number for Our Lady & St Patrick's Catholic Primary School for the year commencing September 2019 is 30.

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.

Application Procedure and Timetable

Children can be admitted to our Nursery class the term after their third birthday. The following timetable applies.

Children born between	Date of Entry
01.04.16 - 31.08.16	September 2019
01.09.16 – 31.12.16	January 2020
01.01.17 – 31.03.17	April 2020

Form SA13 should be completed for admission to our Nursery class.

For children being admitted to their Reception year, form SA1 should be completed and returned to school by 15 January 2018.

The admissions policy will be used in deciding planned admissions into the Reception class and casual admissions into other classes at other times of the year.

Admissions to the school will be made by the governing body (delegated to a committee which is the Chair of Governors, the Headteacher and one other Foundation Governor.) Parents must complete a Local Authority Preference Form (either in paper or online.) If you wish to have your application considered against our religious criteria then you must **ALSO** complete the Supplementary Form which is attached at the end of the admission arrangements. (It is also available separately from the school office.) All preferences listed on the Local Authority Preference form will be considered on an equal basis. If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

- a) Baptised Catholic looked after children and previously looked after children (1)
- b) All baptised Catholic children resident in the parish of Our Lady & St Patrick's Maryport.
- c) Other baptised Catholic children who have a sibling in school at the time of admission. (2)
- d) Baptised Catholic children from other parishes.
- e) Looked after children and previously looked after children who are not Catholic. (1)
- f) Children with siblings in school at the time of admission.(2)
- g) Children who have one or both parents baptised according to the rites of the Catholic Church.
- h) Children whose parent is a member of staff in our school, having been employed at the school for two or more years at the time when the application for admission to school is made.
- i) Children living the shortest distance from school, from the main front door, on the shortest, most direct walking route to the home front door, using google maps.

An exception to the above and as required by law, all children whose Education Healthcare Plan names Our Lady & St Patrick's Catholic Primary School, Maryport, will be permitted into the school. If an application for a child is refused, you will be informed why. Parents have the right to appeal to an independent appeal panel. Appeals forms are available from the school and must be returned within 20 days to:

Legal and Democratic Services Unit, The Courts, Carlisle CA3 8LZ

Waiting List

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. This list will be kept until the end of the first term of the academic year of admissions. Each added child will require the list to be ranked again in line with the admissions criteria. Length of time on the waiting list will not be taken into consideration in re-allocating any available places.

Deferred Entry

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

The governors recommend that in your child's interests, full time education is deferred no later than the start of the spring term.

Notes

- (1) Looked after and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order.)
- (2) Siblings includes step siblings, foster siblings and adopted siblings, attending our school and who live at the same address/household

If oversubscription occurs and the cut-off falls in one of the categories a-h, then distance measurements to prioritise would be used

Supplementary Information Form
Admission to Our Lady & St Patrick's Catholic Primary School

SURNAME OF CHILD _____

FORENAMES _____

DATE OF BIRTH _____

ADDRESS OF CHILD _____

_____ POSTCODE _____

YOUR TELEPHONE NUMBER _____

IS YOUR CHILD

BAPTISED CATHOLIC _____ NON CATHOLIC _____

FOR BAPTISED CATHOLICS

MONTH OF BAPTISM _____ YEAR _____

PARISH _____

In relation to criteria (g)

NAME OF PARENT WHO IS BAPTISED CATHOLIC _____

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below:

SIGNED _____ NAME (please print) _____

RELATIONSHIP _____ DATE _____