



## SACRED HEART CATHOLIC PRIMARY SCHOOL

### ADMISSION POLICY 2019 Policy in line with Diocesan Guidelines

SACRED HEART CATHOLIC PRIMARY SCHOOL is a Catholic Primary School under the trusteeship of the Diocese of Lancaster. It is maintained by Cumbria Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2019, the Governing Body has set its admissions number at 30

Sacred Heart is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are essential aspects of school life and influence the school curriculum.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Common Application Form or apply online via the website

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>

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.

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:

- 1) Looked After Children and previously Looked After Children
- 2) Baptised Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Catholic children resident in the parish(es) of Our Lady of Furness Parish
- 4) Other Baptised Catholic children
- 5) Other children who have a sibling in the school at the time of admission
- 6) All remaining applicants

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by walking distance from the child's home address to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants, places will be allocated by the method used by the local authority.

## NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2019. 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.
- b) 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, a child arrangements or special guardianship order.
- c) For a child to be considered as a Catholic evidence of such Baptism will be required.

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the [appropriate diocesan authority] will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

- e) 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.
- f) '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.
- g) 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.
- h) For 'In Year' applications received outside the normal admissions round will be considered, 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.
- i) If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the governors.
- j) If a child is "summer born" (child born between 1 April and 31 August), their admission to school can be delayed until the following academic year. If a parent wishes their child to be educated out of normal school year, they must discuss this with the school before applying. The final decision rests with the Headteacher.
- k) Parents can ask for entry to be deferred until later in the year or until the term in which the child reaches the statutory school age. You can also request part time education.
- l) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

## INFANT CLASS SIZE REGULATIONS

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- Children with Education, Health and Care Plans of Special Educational Needs admitted outside the normal admission round;
- Looked After Children and previously looked after children admitted outside the normal admission round;
- Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- Children of UK Service Personnel admitted outside the normal admission round;
- Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted and the other(s) is/are beyond the 30 limit;
- Children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **Late Applications**

Applications received after the closing date of **15<sup>th</sup> January 2019** will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

### **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/oversubscription* criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

### **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, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### **Appeal Arrangements**

If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 20 school days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

### **SEND**

All children whose Education, Health and Care Plan of special educational needs (SEND) names Sacred Heart School must be admitted.

### **In Year Admissions**

All parents requesting a school place, either because they are new to Cumbria Local Authority or because they are wishing to transfer schools within Cumbria during the school year will be required to complete the relevant Local Authority Application Form.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the *enclosed/school's* **Supplementary Information Form** and return it directly to the school. If the school is oversubscribed with mid year applications at the time of requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

The admission of all students to Cumbria schools will be co-ordinated by the Cumbria Local Authority, in line with recent changes in legislation.