

ST GREGORY'S CATHOLIC PRIMARY SCHOOL
FURNESS ROAD, WORKINGTON, CUMBRIA, CA14 3PD

ADMISSIONS POLICY FOR SEPTEMBER 2019 TO AUGUST 2020

INTRODUCTION

St Gregory's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Cumbria Local Authority as a voluntary aided primary school.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Gregory's Catholic School.

St Gregory's 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.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: Mrs Jacqueline Hampson (Executive Headteacher), Mr Kevin Greenhow (Chairperson) and Mrs Joy Byrne (Governor).

It is the duty of the Governors to comply with class size limits with one teacher at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children. No more than 30 children will be admitted to any one reception or infant class with one teacher.

The Local Authority and other parties required by law have been consulted on this.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2019

1. Applications for a place at the school (Reception Class) should be made on the Local Authority Common Application Form or online and returned to the school or Local Authority no later than 15 January 2019.
2. Parents must complete the Common Application Form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.

The Supplementary Information Form should be returned to the school by 15 January 2019.

3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority 16 April 2019.
6. As required by law, all children with a Statement of Special Educational Needs or Education Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria.

ADMISSIONS/OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 30 children in September 2019. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Baptised Catholic looked after children 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 child arrangements order or special guardianship order).
2. Baptised Catholic children who live in the parish of Christ the Good Shepherd of Workington with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children who live in the parish of Christ the Good Shepherd of Workington.
4. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children who have previously in the last eight years had a sibling in school (preference given to the most recent).
6. Other Baptised Catholic children.
7. Other looked after children 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 child arrangements order or special guardianship order).
8. Other children with a sibling in school at the time of expected admission.
9. Children of staff members.
10. Other children who have previously in the last eight years had a sibling in school (preference given to the most recent).
11. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion:

Applicants living nearest to the school. The distance measured will be the shortest walking route from the centre of the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS].

ARRANGEMENTS FOR ADMISSION TO NURSERY IN SEPTEMBER 2019, JANUARY AND APRIL 2020

Children born between	Earliest Date of Entry	Closing Date for Applications
01.04.16 to 31.08.16	September 2019	29 March 2019
01.09.16 to 31.12.16	January 2020	27 September 2019
01.01.17 to 31.03.17	April 2020	15 January 2020

The table above shows when children become eligible for free part time nursery education. It also shows the closing date for applications for consideration. A part time nursery place is no more than five half-day sessions.

1. Applications for a place at the Nursery should be made on the Local Authority common application form SA13/school admission form.
2. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.

The supplementary information form should be returned to the school by the closing date above.

3. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing after the closing date.
6. As required by law, all children with a Statement of Special Educational Needs or Education Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria.

OVERSUBSCRIPTION CRITERIA

At present, the Governors will admit no more than 30 children in the morning Nursery in the September before they are eligible to apply for a Reception place. If the number of nursery pupils is greater than this number then the offer of places for the morning nursery will be subject to the following criteria, which will be used to form a priority order. However, at the discretion of the governors, an afternoon nursery place may be offered if numbers are sufficient to warrant this.

1. Baptised Catholic looked after children 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 child arrangements order or special guardianship order).
2. Baptised Catholic children who live in the parish of Christ the Good Shepherd of Workington with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children who live in the parish of Christ the Good Shepherd of Workington.
4. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children who have previously in the last eight years had a sibling in school (preference given to the most recent).
6. Other Baptised Catholic children.
7. Other looked after children 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 child arrangements order or special guardianship order).
8. Children of staff members
9. Other children with a sibling in school at the time of expected admission.
10. Other children who have previously in the last eight years had a sibling in school (preference given to the most recent).

11. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion:

Applicants living nearest to the school. The distance between an applicant's home and school is the shortest available walking route by road to the nearest entrance on the school site as defined and measured by the Local Authority's computerised Geographical Information System.

EXPLANATORY NOTES

(These notes are part of the policy)

Baptised Catholic

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a baptised Catholic is

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (Proof of baptism with a copy of a baptismal certificate or details of the date and place of baptism will be required)
- A child, baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register will be required)
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to Catholic baptism (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records will be required).
- One who is a member of the Eastern Christian Churches and the Orthodox Churches. (Proof of baptism with a copy of a baptismal certificate, details of the date and place of baptism or certificate of reception will be required).

Looked after children and previously looked after children.

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Siblings

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, ie, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the closing date(s). Further evidence, eg utility bills, may also need to be submitted by the closing date(s).

Multiple Births

Where places are available for some but not all children from multiple births (including twins) the Governing Body will exercise the discretion offered by the Admission Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute breach of legislative requirements.

Late Applications

Late applications will be dealt with according to the Local Authority's co-ordinated admissions scheme.

Waiting List

A waiting list for children who have not been offered a place will be kept and each added child will require the list to be ranked again in line with the published 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 may consider withdrawing 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.

In Year Admissions

It sometimes happens that a pupil needs to change school other than at the "normal" time; such admissions are known as in-year admissions. Parents wishing their child to attend this school should arrange to visit the school.

All parents requesting a school place, either because they are new to Cumbria or because they are wishing to transfer schools within Cumbria Local Authority, will be required to complete a Local Authority Application Form, allowing them to express up to three preferences.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. If the school is oversubscribed with in 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.

Deferred admission

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.

Part time attendance

Parents can request that their child attends part time until the child reaches compulsory school age.