



**ST CUTHBERT'S SCHOOL**

# **ADMISSIONS POLICY**

## **APPROVAL: APPROVED BY GOVERNING BODY**

Date:

Review Date:

### **ST CUTHBERT'S CATHOLIC PRIMARY SCHOOL, WIGTON**

### **ADMISSIONS POLICY FOR SEPTEMBER 2023 TO AUGUST 2024**

#### **INTRODUCTION**

St Cuthbert'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 admissions process is part of the Local Authority Co-ordinated Admissions Scheme.

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 Cuthbert's Catholic School.

St Cuthbert'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: Chair of Governors, Headteacher, 3 Foundation governors. It is the duty of the Governors to comply with class size limits 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. The Governing Body has set the planned admissions number for September 2023 at 30.

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

### **ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2023**

1. Applications for a place at the school should be made on the Local Authority Common Application Form or online and returned ***to the Local Authority no later than January 15th 2023***

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 enclosed 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 January 15th 2023.***

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 by **16<sup>th</sup> April 2023.**

6. As required by law, all children with a statement or and Educational Health Care Plan or a Health 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 2023. 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 children in public care and previously looked after children who have been adopted subject to a 'child arrangements order' or special guardianship order.
2. Baptised Catholic children who live in the parishes of St Cuthbert's, Wigton with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children who live in the parishes of St Cuthbert's, Wigton.
4. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children.
6. Other children who are in public care and previously looked after children who have been adopted subject to a 'child arrangements order' or special guardianship order.
7. Other children with a sibling in school at the time of expected admission.
8. 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 by road 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].

## **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 OR may* 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 OR may* 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 OR may* 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 OR may* be required).

### **Children in public care**

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of a local authority or provided with accommodation by that authority. Also 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 child arrangement orders or special guardianship).

### **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, i.e., 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 deadline of 15<sup>th</sup> *January 2023* further evidence, eg utility bills, may also need to be submitted *by the above date*.

### **Multiple Births**

Where there are twins or multiple birth children wanting admission and it is not possible to offer a place to all of the children concerned or there is only one single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes.

If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly.

This may also apply to siblings who are in the same year group. If it is not possible to offer a place to all of the children concerned or only a single place can be offered then:

Either the place(s) will be offered via a random draw, or it will be up to parents to decide whether they wish to accept the place(s) offered.

### **Late Applications**

Applications received after the closing date of *January 15th 2023* 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 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.

## **In Year/Mid-year/Non Routine/Casual Admissions**

All parents requesting a school place, either because they are new to Cumbria 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 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 Cumbrian schools will be coordinated by the Cumbria Local Authority, in line with recent changes in legislation.