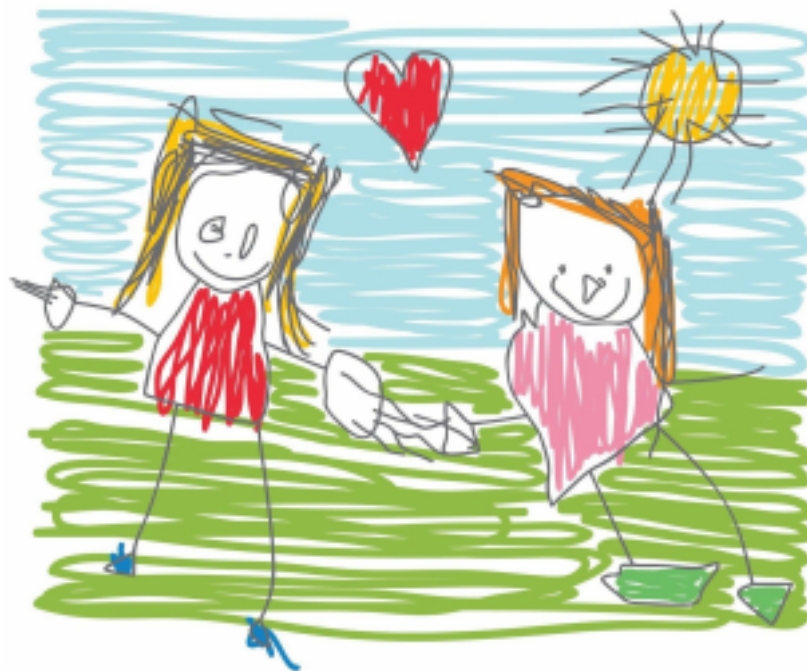




# Our Lady of Furness Catholic Federation



## Admissions Policy 2023/2024

*"Lovingly we learn in harmony"*

|                          |   |   |
|--------------------------|---|---|
| Name                     | Laura Byrne   | Liz Crellin   |
| Position                 | Headteacher   | Headteacher   |
| Signed                   |  |  |
| Chair of Governors       | Isabel O'Donovan  |   |
| Date                     | January 2022  |   |
| Proposed date for review | November 2022   |   |

## **Our Lady of Furness Catholic Federation** **Admissions Policy 2023/2024**

Our Lady of Furness Catholic Federation has two Catholic Schools, St Mary's, Ulverston, and Our Lady of the Rosary, Dalton-in-Furness, under the trusteeship of the Diocese of Lancaster. It is maintained by the Cumbria Authority. As Voluntary Aided Schools, 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 year commencing September 2023, the Governing Body has set its admissions number at:

St Mary's Catholic Primary School - 15.

Our Lady of the Rosary Catholic Primary School - 15

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

At the time of considering applications for the Reception intake or at any other time when there are more applications than places, children will be allocated a place in order of priority given below.

- 1) Children who are in public care or adopted children who were previously in public care.
- 2) Children who have Our Lady's or St Mary's Catholic Primary School on a named statement of SEN or EHC plan. The name of the school you are applying to must match that on the EHCP.
- 3) Children of staff at St Mary's or Our Lady's Catholic Primary School who are baptised Roman Catholic and have a permanent contract of 0.5 fte or 16.25 hrs plus. This only applies to the school that the member of staff is employed by.
- 4) Baptised Roman Catholic Children who are attending Our Ladys or St Mary's Nursery Class at the time of the application being made to the site the child is currently attending.

In the event of over subscription in Category (4) the Governing Body will apply the following additional criteria in strict order of priority.

- (i) Baptised Roman Catholic children who will have a brother or sister in the School at the time of admission, giving priority to those children with the younger siblings.

(ii) Baptised Roman Catholic children living closest to the School on the basis of the distance between home and the School. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS) and will be from the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

5) Other baptised Roman Catholic children whose parents wish them to attend Our Lady's or St Mary's Roman Catholic Primary School.

In the event of over subscription in Category (5) the Governing Body will apply the following additional criteria in strict order of priority.

(i) Baptised Roman Catholic children who will have a brother or sister in the School at the time of admission, giving priority to those children with the younger siblings.

(ii) Baptised Roman Catholic children living closest to the School on the basis of the distance between home and the School. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS) and will be from the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

6) Children of staff at Our Lady's or St Mary's Catholic Primary School who are Non-Roman Catholic. This only applies to the school that the staff member is employed by.

7) Non-Roman Catholic children who attend Our Lady's or St Mary's Catholic Primary School.

7) Non-Roman Catholic children who will have a brother or sister in the School at the time of admission, giving priority to those children with the younger siblings.

8) Non-Roman Catholic children living closest to the School on the basis of the distance between home and the School. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS) and will be from the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

## **NOTES**

### **Note 1**

All applicants will be considered at the same time and after the closed date for admissions which will be provided by Cumbria Local Authority as part of the Co-ordinated Admission Scheme. Late applications will be handled in line with the Co-ordinated Admissions Scheme.

#### Note 2

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 adoption, child arrangements or special guardianship order.

#### Note 3

For a child to be considered as a Roman Catholic evidence of such Baptism will be required and should be forwarded to the School.

#### Note 4

It is the duty of governors to comply with regulations on class size limits at Key Stage 1. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.

#### Note 5

Where a child lives with parents with shared responsibility, each for part of the week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

#### Note 6

Sibling is defined as a 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.

#### Note 7

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.

#### Note 8

For "In Year" applications received outside the normal admissions round, and if places are available, then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published over-subscription criteria will be applied.

#### Note 9

If an application for admission has been turned down by the Governing Body, parents can 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 all parties. See Appeal Appendix A.

#### Note 10

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

One who has been baptised into the Roman Catholic Church or into one of the Eastern Rite Church in communion with the See of Rome. (Proof of baptism with a copy of a baptismal certificate or 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 Roman Catholic Baptism. (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records will be required).

#### Note 11

The Governors have decided to admit up to 36 pupils in KS2 classes.

#### Note 12

Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.

#### Note 13

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

## Appendix A

| Category |   |  |
|----------|---|--|
| 1        | Applicants who applied before the relevant closing date informed of the outcome of applications.  | In line with Cumbria County Council published dates.<br><br>April 2023 |
| 2        | Deadline for lodging appeals  | Within 14 days of the above date.                                      |
| 3        | Deadline for additional evidence to be submitted for appeal, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel parties. | 20 days from date stated in Category 1.                                |
| 4        | Allow parents at least 10 days notice of appeal - appeals commence.   | Appeals commence 30 days after the date stated in Category 1.          |
| 5        | Appeals will be heard before the end of the school year.  | 14th July 2023   |