



*"Guided by Jesus Christ, our teacher, we journey together, learning to dream,
believe and achieve"*

ADMISSION POLICY AND ARRANGEMENTS 2019-2020

St. Clare's is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Manchester 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 60.

IMPORTANT: In addition to applying to the Local Authority, St. Clare's admission policy requires applicants to complete a St. Clare's Admissions Form to supplement this. This is available at the school office or on the school website. Your application can then be recorded at St. Clare's and your child will be put on the waiting list at the school.

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.

- 1) Looked After Children and previously Looked After Children.
- 2) Children with an exceptional social, medical, educational or religious need which can be best met, or only met, at this school*
- 3) Baptised Catholic children who have a sibling in the School at the time of admission
- 4) Baptised Catholic children who are resident in the parish of St Clare's
- 5) Baptised Catholic children from other parishes
- 6) Other children who have a sibling in the School at the time of admission
- 7) All remaining applicants

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

NOTES

- a) All applications will be considered at the same time and after the closing date for admissions which is 15 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, residence or special guardianship order.
- c) For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to

the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board 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 Diocese of Salford, 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) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) 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 where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- 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 fits 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, 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 Board, 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) 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.
- k) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th 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.

NURSERY CLASSES IN PRIMARY SCHOOLS

ADMISSION TO THE NURSERY CLASS at St. Clare's Roman Catholic Primary School will be on a part-time basis and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available. For the school year commencing September 2019 the Governing Body has set its admissions number at 60.

- 1) Looked After Children and previously Looked After Children
- 2) Children with an exceptional social, medical, educational or religious need which can be best met, or only met, at this school*
- 3) Baptised Catholic children who have a sibling in the School at the time of admission
- 4) Baptised Catholic children who are resident in the parish of St Clare's
- 5) Baptised Catholic children from other parishes
- 6) Other children who have a sibling in the School at the time of admission
- 7) All remaining applicants

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

NOTES

- a) Admissions to the Nursery Class does not necessarily secure admission to the Primary School. (See school admissions policy).
- b) The decision with regard to the allocation of a morning or an afternoon place rests with the Head teacher.
- c) 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, residence or special guardianship order.
- d) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.
The Governing Board 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 Diocese of Salford, 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.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) 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 where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- f) 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.
- g) '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.

- h) 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.
- i) 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.

Approved by the Governing Body

Signed by: *G.M. Collins*

G. M. Collins, Chair of Governors

Date of Next Review: November 2018