

Admissions Policy

2018/2019



Mission Statement

As a Catholic School, we come together to celebrate our love of God and each other.

Through prayer we follow Jesus' example of love, forgiveness and truth.

We are a safe and happy community where every individual is supported

and encouraged to achieve their targets.

We believe, that with God, everything is in our reach

**In keeping with our Mission Statement, the Governors of St Francis R.C. Primary School
have agreed the following policy.**

St Francis RC Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2018, the Governing Body has determined that the number of children to be admitted to Reception, Year 1,2,3,4,5 and 6 will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Parents/Carers must accept all policies drawn up by the Governors of St Francis RC Primary School eg: uniform, behaviour, homework etc...., and are expected to sign to this effect before their child is admitted to the school.

Admissions to the school will be determined by the Governing Body. Parents must apply online via the Local Authority website; www.manchester.gov.uk/admissions 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 and on the school website. This form should be completed and returned to the school, together with the Birth and Baptismal Certificates, two proof of address documents which are less than 3 months old and proof of entitlement to education within the United Kingdom.

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 parishes of Sacred Heart and St Francis.
4. Baptised Catholic children whose parent has been a member of staff at the school for at least two years.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. 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 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. If the distance is the same

for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.

Notes for Applicants:

- a. All applications will be considered at the same time and after the National closing date for making an online application is Monday 15 January 2018. 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 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. 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.
- e. '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.
- f. Waiting lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not be operated on a 'first come, first served' basis. The amount of time an applicant is on a waiting list will not affect their position on it.

For the reception admissions round a waiting list will be held up to the end of the autumn term. At this point all applicants will be removed and applicants will be required to reapply for the school should they wish to stay on the waiting list.

For In Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists.

The only exception to this will be if the applicant has not been offered a place at any school. In this circumstance the applicant will be kept on the waiting list for the next term. Details of the waiting list process will be on the application and on the offer letters sent to applicants.

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.

- g. 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.
- h. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- i. 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 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.
- j. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

Revised and adopted by the Governing Body March 2017

Signed

(Chair)