

# ST CHARLES' RC PRIMARY SCHOOL

## ADMISSIONS POLICY 2016/17



“Bring Forth Christ”

Updated:	May 2015
By:	Mrs Vivien Baker
Approved by Governors:	
Mrs V Baker is responsible for monitoring this policy.	
Signature of Chair of Governors	
	Date:
Signature of Head teacher	
	Date:
Date of next review: February 2016	

## **St Charles' R.C. Primary School, Rishton.**

### **Admission Policy for 2016 / 2017.**

These procedures apply to admissions to St Charles Primary School, which is a Roman Catholic Voluntary Aided School, provided by the Diocese of Salford and is maintained by Lancashire County Council. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

Applications for admission to the school for September 2016 should be made on the common application form enclosed with the County Council's brochure or on-line. These applications are available between September 2015 and January 2016. After the closing date of 15th January 2016, the admission committee will allocate places. All preferences listed on the common application form will be considered on an equal basis with the following set of admission criteria forming a priority order where there are more applications for admissions than the school has places available.

Letters informing parents of whether or not their child has been allocated a place at St Charles will be sent out by the Local Authority by 16th April 2016. Parents of children not admitted will be informed of the reason and offered an alternative school place by the Authority.

**For the academic year, 2016/2017, the admission number is: 30.**

Children who have an Education, Health and Care Plan or Statement of Special Educational Needs or Individual Pupil Resource Agreement, where the named school is St Charles, will be given priority above other children. Thereafter, if the demand for places exceeds the number of places available, priority will be given to the following categories listed below in priority order:

1. Looked After children and previously Looked After children who immediately after being looked after became subject to an adoption, residence order, child arrangement order or special guardianship order who are baptised Roman Catholic (see note a).
2. Baptised Roman Catholic children, who have a sibling attending the school at time of admission and are resident in the parish of St Charles Borromeo, Rishton (see note e).
3. Baptised Roman Catholic children, whose immediate family shows a commitment to the life of St Charles' Church, Rishton, as verified in writing by the parish priest (see Note b) and are resident in the parish of St Charles Borromeo, Rishton.
4. Baptised Roman Catholic children, who have a sibling attending the school at time of application and admission (see note e), and are resident in the parish of St Charles Borromeo, Rishton.
5. Baptised Roman Catholic children who are resident in the parish of St Charles Borromeo, Rishton.
6. Baptised Roman Catholic children who are resident in another parish, whose immediate family shows a commitment to the life of the parish, as verified in writing by the parish priest (see note c).
7. Baptised Roman Catholic children who are resident in another parish.
8. Other Looked after children and previously Looked After children who immediately after being looked after became subject to an adoption, residence order, child arrangement order or special guardianship order.

9. Children with a parent worshipping in a Church in membership of the Churches Together in Britain and Ireland (see note d):
- a) who live in the parish of St Charles, Rishton and attend a church within the parish.
  - b) who live in the parish of St Charles, Rishton and attend a Church outside this parish.
  - c) who live outside the parish of St Charles, Rishton and attend a Church within this parish.
  - d) who live outside the parish of St Charles, Rishton and attend a Church outside this parish.
10. Other children whose immediate family shows a commitment to their faith, as verified in writing by their faith leader with a sibling attending the school at time of application and admission (see note e and h).
11. Other children with a sibling attending the school at time of application and admission (see note e).
12. Other children whose immediate family shows a commitment to their faith, as verified in writing by their faith leader (see note h).
13. Other children.

### Tiebreaker

If in any one category there are more applicants than places available, priority will be given based on proximity to the school, nearer addresses having priority over more distant ones. The distance will be measured in a straight line (“as the crow flies”) from the school gates to the family home, using a computer system.

Each Roman Catholic applicant will be required to produce a baptismal certificate unless they were baptised at St Charles Church, where baptismal records will be checked. Copies of a map showing the parish boundary of St Charles Borromeo, Rishton are available from the school.

### **Notes:**

- a. A Looked After child is a child who is in the care of the Local Authority or being provided with accommodation by the Local Authority in the exercise of their Social Services function. A previously Looked After child is one who immediately moved on from the status after becoming subject to adoption, residence or special guardianship order.
- b. In category 3, “commitment to the life of St Charles, Rishton ” means the immediate family /a parent, attending Church services at St Charles, Rishton, for at least once a month, 6 months prior to 1<sup>st</sup> September in the year before admission to school, as certified by the parish priest.
- c. In category 6, “commitment to the life of the parish” means the immediate family/ a parent, attending church services at least once a month, 6 months prior to 1<sup>st</sup> September in the year before admission to school, as certified by the parish priest.
- d. In category 9, “parent worshipping” means attending church services at least once a month for 6 months prior to 1<sup>st</sup> September in the year before admission to school, as certified by the church minister. Membership of Churches Together in Britain and Ireland is decided by reference to the official list as at 1<sup>st</sup> September in the year prior to admission - see website at [www.ctbi.org.uk](http://www.ctbi.org.uk).

- e. “sibling” includes half, step, foster and adopted siblings or the child of the parent / carer’s partner who live at the same address.
- f. Where a child lives with parents with shared responsibility, each for part of a 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.
- g. Where a family of twins and children of multiple births request admission where one of the children is the 30<sup>th</sup> child admitted the other child or children may be admitted.
- h. In categories 10 and 12, “commitment to their faith” means the immediate family/ a parent attending worship services at their place of worship at least once a month for 6 months prior to 1<sup>st</sup> September in the year before admission to school (as certified by the faith leader) OR confirmation that the parents are members of or women who receive membership benefits of a mosque.

For “in-year” applications received outside the normal admission round and if places are available then children qualifying under the published criteria will be admitted. If there are more places available but more applications than places then the published oversubscription criteria will be applied.

It is the duty of Governors to comply with class size limits at Key Stage 1. This means that the school cannot admit more than 30 children in Key Stage 1 classes, except as in note g.

Children who apply for place and are not admitted will have their names placed on the waiting list. The order of names on the waiting list is based on the admission criteria and not the date of application. This may mean that a child may join the waiting list and have a higher priority than children who have been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list is offered a place. This is not dependent on whether an appeal has been submitted.

#### **Late applications.**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date for applications will be considered after all the others, and placed on the waiting list in order according to the criteria.

#### **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 (e.g. giving a false address in order to gain an advantage), then the offer of a place will be withdrawn.

#### **Appeal**

Where the Governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an Independent Appeal Panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002. Appeal forms are available from the school office. Appeal forms should be completed and returned to the school by 16th May 2016.

## St. Charles' RCP School

### Admission to Primary School - September 2016

#### SCHOOL APPLIED FOR:

St Charles' RCP School, Knowles Street, Rishton, BB1 4HT

#### APPLICANT INFORMATION:

Name of parent(s)/guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

#### CHILD INFORMATION:

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

(if different from above)

Is the child a baptised Catholic? Yes ☐ No ☐

If 'yes', give the parish and date of baptism:

In which parish does the child currently live (*see note 2 - overleaf*):

If the child is not baptised Catholic please state to which denomination or faith the child belongs (*see note 3 - overleaf*):

#### STATEMENT FORM (TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)

Minister/Leader (Print name): \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_

Signed and dated: \_\_\_\_\_

## NOTES FOR INFORMATION:

### 1. Supplementary Information Form (SIF)

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form - either the on-line or paper version. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

### 2. Evidence of Baptism - Catholic

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate or letter confirming baptism by the Parish priest will be required to confirm your child is a baptised Catholic.

### 3. Evidence of Faith Group membership

- (a) If you are applying for a Catholic primary school and want your child to be considered under the relevant criterion as an 'other than Catholic' Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate if available or confirmation in writing by completing the statement form overleaf to show that your child is a member of a faith community is required. The form should be completed by the appropriate Minister of Religion.
- (b) If you belong to a faith other than Christian, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement form overleaf that your child is a member of their faith group.

**PLEASE PRINT A HARD COPY OF THIS FORM AND RETURN IT DIRECT TO ST CHARLES' PRIMARY SCHOOL. THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE (OR PAPER) APPLICATION FORM.**