

St Patrick's Catholic Primary School

Admission Policy and Arrangements for 2015-2016

1. St Patrick's is a Catholic Primary School situated in the Archdiocese of Liverpool and is maintained by the Liverpool Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
 - the requirements of the law
 - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
 - its duty towards the school and the Catholic community it serves
 - the Catholic character of the school and its Mission Statement
 - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children living in the Parishes of St Patrick and St Bernard.
4. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 30 pupils for the school year commencing September 2015.
5. Applications for a place at the school **must be made on the preference form supplied by the L.A. online (as described in the booklet “How to apply online for a Reception Class”, which is supplied to all parents in early September) and returned to the L.A. no later thanth January 2015.**
6. **PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM ONLINE if possible. If this is not possible, contact the Local Authority on 233 3006.**
7. Applications within the year must be made through the L.A. on an In-Year Transfer Form.

Notes

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out below in the event of any appeal or in-year application.

Pupils who are admitted to the school will enter the reception class normally in the first week of September (exact dates will be notified to parents in advance).

As required by the law the Governing Body will not admit more than 30 pupils to any one reception or infant class.

St Patrick's Catholic Primary School: Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria.

The Local Authority undertakes the co-ordination of admissions arrangements. For the school's year commencing September 2014, the Governing Body has set its admissions number at 30.

The Governing Body will make ADMISSIONS TO THE SCHOOL. 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. Baptised Catholic Looked After and previously Looked After Children.
2. Baptised Catholic children resident in the parish of St Patrick and the former parish of Our Lady of Lourdes & St Bernard.
3. *Baptised Catholic children who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
4. Baptised Catholic children from other parishes.
5. Other than Catholic Looked After and previously Looked After Children.
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate **or** confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate **Faith Leader** would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

Notes

- a) All applicants will be considered at the same time and after the closing date for admissions which isth January 2015.
- 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) The governing body will require evidence of **Faith membership** before applications for school places can be approved within the Faith categories. **A Baptised Catholic is:** one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse 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.

A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as Catholics but only after they have been referred to their parish priest, who will decide how the question of baptism is to be resolved and how written evidence is to be produced.

- d) **Other Christian faiths:** as above, though stating details of baptism into the particular Faith, or written evidence of faith membership from a recognized minister of that Faith
- e) **Faiths other than Christian:** The governing body will require evidence of Faith membership before applications for school places can be approved within the "Other Faith" categories. An official letter (letterheaded or stamped with official details of place of worship or other evidence) from a recognized Faith leader, stating that the applicant is a member of the stated Faith community, must be produced.
- f) 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 two 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.
- g) 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 ordinarily has responsibility for the child**, as determined by reference to an official document e.g. child benefit.

- h) **“Siblings”** is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters or the child of a parent/carer’s partner where the child the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- i) 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 until the end of the first half of the Autumn Term. After this, “in year” procedures will apply.
- j) 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. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- k) If the Governing Body has turned down an application for admission, 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 the Governors.
- l) The Governing Body reserve the right to withdraw the offer of a school place **where false evidence is received in relation to Faith membership, sibling connections or place of residence.**