ST JAMES’ CATHOLIC PRIMARY SCHOOL

***HATTERSLEY***

***ADMISSION POLICY***

St James’ is a Roman Catholic Primary School situated in the Diocese of Shrewsbury and is maintained by Tameside Education Authority as a voluntary aided school. As a Voluntary Aided school , the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic faith and the teachings of the Catholic church have an essential role in school life and influence every aspect of the curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The co ordination of the admissions arrangements is undertaken by the Local Authority. For the school year commencing September 2019 the School’s Admission number is **30.**

Admission 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 than the school has places available.

# **Admission to school**

Children with a statement of Special Needs, where the school is named, will be allocated places before oversubscription criteria are applied.

1. Baptised Catholic children who are in public care (looked after children) or who have previously been in public care.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children residing in the Parish of St James’ Hattersley.
4. Baptised Catholic children residing in other parishes.
5. Other children who are in public care (looked after children) or who have previously been in public care.
6. Other children who have a sibling attending the school at the time of admission.
7. Other children whose parents wish them to have a Catholic education.

For categories 1-4, a valid certificate of Catholic baptism is required to establish faith of child. Parents should check carefully that they are resident within the parish boundary of St. James’ Hattersley.

**NOTES:**

* All applications will be considered at the same time and after the closing date for admissions which is set by the Local Authority.
* 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.
* All Catholic applicants will be asked to produce a baptismal certificate.
* It is the duty of the Governing Body to comply with class size limits in Key Stage One. The GB 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.
* The Governing Body reserves the right to withdraw the offer of a place where false evidence is received in relation to baptism, sibling connections or place of residence.

**Oversubscription**

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**

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, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority’s school admissions data mapping software.

The address from which the distance will be measured will be the permanent residential address at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of the week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives Child Benefit.

**Tie Breaker**

In the event of the distance being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the Local Authorities Schools Admissions Data Mapping Software.

**Definition of Siblings**

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.

**Late Applications**

Applications received after the closing date will be dealt with as late and will be considered after all applications received on time have been processed.

**Waiting List**

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.

**In –Year Applications**

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

**Appeals:**

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 the Governors.

**Admissions outside a child’s normal age group:**

Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old.  However they do not become of compulsory school age until the start of the term after their fifth birthday.  Parents may therefore request that their school place be deferred until later in the school year.  However they cannot defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the school year for which the original application was accepted.  Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

l)    The process for seeking admission for a child outside their normal age group

\* Parents must submit in writing any request before the normal time of application,

\* Application must be by letter to the Governing Body, stating all reasons for the request, which must be submitted for consideration before the start of the opening of the application period for admissions into Reception. This is in order to give the Headteacher  & the Governing Body sufficient time to properly evaluate all considerations and implications, to seek further information if necessary and to allow for an application to be included with the normal age-group, if application for deferment is turned down

\* The Governing Body will respond by letter, setting out reasons for their decision

\* If the parental request is agreed this does not mean a place will be offered for the next round of admissions; the application will be considered for the following round of admissions along with all other applications for that year and normal admissions criteria will be applied

\* All decisions are final and there is no appeal process

The Governing Body reserve 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.

**Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class**