

Saint Norbert's Catholic School

Admissions Policy

2018-2019

Date Adopted: Spring 2017

Date of Review: Spring 2019



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

Our Mission Statement

St. Norbert's strives to nurture and develop the whole child through a

Love of God

Love of one another

Love of life itself

Admission Policy for Catholic Voluntary Aided Primary Schools in Lincolnshire

School	Published Admission Number	Parish(es) Served	Located within Local Authority
St Mary's Catholic Primary School Ashlawn Drive BOSTON Lincs PE21 9PX	30	St Mary, Our Lady of the Rosary, Boston and surrounding RC parishes	Lincolnshire
St Mary's Catholic Primary School Sandon Road GRANTHAM Lincs NG31 9AK	30	St Mary the Immaculate, Grantham	Lincolnshire
St Norbert's Catholic Primary School Tollgate, off Pennygate SPALDING Lincolnshire PE11 1TY	30	Immaculate Conception and St Norbert, Spalding, Holy Trinity, Holbeach Sacred Heart & St Gilbert, Bourne with Our Lady of Lincoln and St Guthlac, Deeping St James	Lincolnshire

This policy applies to all applications into Reception Class for the academic year 2018-19

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. We ask all parents applying for a place 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 these schools to apply for and be considered for places.

Our schools are principally provided to serve the Catholic communities of Lincolnshire. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

In each school, the Governing Body is the admission authority. Each Governing Body is responsible for determining the admissions policy and for all decisions relating to admissions. The admissions process is administered by Lincolnshire Local Authority on behalf of the school governors.

Parents should consult www.lincolnshire.gov.uk which gives full details of the admissions process, including information on the admissions cycle.

Application Procedure and Timetable

Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the closing date set by your home Local Authority.

In addition **all applicants wishing to apply for a place under a faith criteria** (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from any of the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been made by the same closing date set by your home Local Authority for the return of the Common Application Form.

If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age (a child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31st December, 31st March and 31st August). A place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends school part-time until the child reaches compulsory school age.

Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that if the request is approved (*see below on decisions on applications for 'admission outside of normal age group'*) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

Admission of children outside their normal age group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Applications during the School Year

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission

number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Decision letters will be issued in writing. Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused, you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of your decision letter.

Appeals

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the offer letter has been received. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

Waiting Lists

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's Waiting List. The Waiting List for admission into Reception Class will normally remain open until the end of the Autumn Term but schools may maintain Waiting Lists until the end of the academic year. Please contact the school to request further details.

Waiting Lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the Waiting List may change. This means that a child's Waiting List position during the year could go up or down.

Any late applications will be added to the Waiting List in accordance with the order of priority for allocating places. Inclusion on a school's Waiting List does not mean that a place will eventually become available.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Children of UK Service Personnel

Whilst the school is unable, according to the School Admission Code, to reserve places for blocks of service children or to refuse a place to such a child because the family do not currently live in the area, it will accept applications from parents moving into the area in advance and places will be allocated in advance provided that the application is accompanied by an official letter that declares the relocation date and a Unit postal address or quartering area address.

All applications including late applications in the normal round and in-year applications will be considered and allocated against the published oversubscription criteria.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

Applications for twins or multiple birth children

Where the final place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

Attendance at Nursery

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school. Attendance at the school's nursery does not guarantee that a place will be offered at the school and for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

Fraudulent Information

The Governing Body reserves the right to withdraw the offer of a place or, if a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained on the basis of fraudulent or intentionally misleading information.

Oversubscription Criteria

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) or a Statement of Special Educational Needs which names the school will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (*See Notes 2 and 3*).
2. Catholic (*see Note 3*) children living in the parish(es) served by the school
3. Catholic (*see Note 3*) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children (*see Note 2*).
5. Catechumens, Candidates and members of Eastern Christian Churches (*see Notes 4, 5 and 6*)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (*see note 7*)
7. Children of other faiths whose membership is evidenced by a religious leader (*see note 8*)
8. Any other children not within categories 1-7.

First priority within the Oversubscription Criteria will be given to applications from children who will have siblings (*see note 9*) attending the school at the proposed time of admission.

Distance Measurement

Within each criterion applications will be ranked on distance with priority (after sibling priority) given to children who live nearest to the school. Measurement will be a straight line distance from home to school calculated by the Lincolnshire School Admissions Team. The measurement is made from the Post Office Address Point of the home to the Post Office Address Point of the school using electronic measuring systems.

Tie Breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the

governors will admit the additional child above the published admissions number. If however, admission would result in the infant class size legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the school.

Notes (these form part of the oversubscription criteria)

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. 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 (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

(a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or

(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or

(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. ‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

5. ‘Candidate’ means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

6. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. ‘Children of other Christian denominations’ means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate , a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. ‘Children of other faiths’ means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

9. ‘Siblings’ means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters,

foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

12. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.

Signed _____

(Headteacher)

Signed _____

(for and on behalf of the Governing Board)

Date _____

SUPPLEMENTARY INFORMATION FORM

**Admission to Catholic Voluntary Academies
and Catholic Voluntary Aided Schools
(Primary and Secondary)
within Nottingham Diocese**

If you are expressing a preference for a place for your child at a Catholic Voluntary Academy or a Catholic Voluntary Aided School within Nottingham Diocese **and wish to apply under a faith criterion** you should complete this Supplementary Form

- ✗ The completed supplementary form, together with any required evidence, (see below), should be **returned to the academy/school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✗ If you are applying to more than one catholic school/academy you will need to complete a separate supplementary information form for **each** school or academy
- ✗ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✗ Remember – you **must** also complete the **Common Application Form** provided by the Local Authority.

Name of academy/school applying to:			
Surname of child:			
Forename(s) of child:		Date of birth	/ /
Parent(s) / carer(s) Full Name			
Child's home address		Postcode	
Telephone		Mobile	

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

Note: When completing the **Common Application Form** it is important that you provide details of any **siblings (brothers or sisters)** who will be attending the Catholic Voluntary School or Academy at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child's chance of being offered a place.

Now complete the following by ticking the boxes which apply to your child.

	Faith Criterion Please tick ✓	Supporting Evidence Required <i>(Legible photocopies are acceptable)</i>	Supporting Evidence Enclosed * Please tick ✓
My child is a:		A Catholic Baptism Certificate or	
Catholic		A written statement or certificate	

		signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.	
My child is a: Catechumen / Candidate		A certificate of reception into the order of catechumens or	
		A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a: member of an Eastern Christian Church		A Baptism Certificate or	
		A certificate of reception from the authorities of that Church.	
My child is a: member of another Christian denomination		A Baptism Certificate or	
		A Certificate of Dedication or	
		A letter of verification signed by the minister of religion for that church.	
My child is a: member of another faith		A Baptism Certificate or	
		A Certificate of Dedication or	
		A letter of verification signed by the religious leader of the community.	

** Governors may request extra supporting evidence if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.*

The data on this form will only be used within the Academy/School admissions system, and will not be divulged to any third party outside the Academy/School admissions system in accordance with current Data Protection legislation.

Your name(s) in BLOCK CAPITALS		
Your signature(s)		
Date		

For School use only

Evidence provided	Date	Criterion