

MODEL ADMISSION POLICY (PRIMARY)

St Jude's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by _____ Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2011/2012 the governing body's planned admission number is _____.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. 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.'

Supplementary Form

Applications for a place in reception at September 2011 must be made on the Common Application Form (CAF) issued by _____ LA and returned to the school by the date specified by _____ LA. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF) and return it at the same time.

1. Baptised Roman Catholic children who are in public care.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of _____.
3. Baptised Roman Catholic children resident in the parish of _____.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic children.
6. Other children who are in public care.
7. **Exceptional Needs**
8. Other children with a brother or sister attending the school at the time of admission.
9. Other children.

PRIMARY NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, parish priest and headteacher.
- b) In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet'; which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.
- c) Parents must complete a common application form and express _____ preferences for primary school admission. The closing date for all applicants is _____. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the governors' decision by _____ LA on _____. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f) Parents should check carefully whether they are resident within the parish boundaries of _____. Map illustrating parish boundary is attached.
- g) All applicants resident in the parish of _____ will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- h) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- i) **Exceptional Needs**

Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- j) **Special Needs**

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.
- k) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured using the LA system (where it operates, otherwise please state how it will be measured) with those living closer to the school receiving the higher priority. In the case of an equal distance measurement a random draw will be held.
- l) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- m) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- n) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- o) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

- p) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- q) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors. The outcome of the appeal is binding on the parents and on the governing body.
- r) Twins/Triplets etc

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

- s) Deferred admission and part time provision

If your child is due to start school during the next academic year, it is important that you apply for a place in September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.