

St Benet's RC Primary – Admission's Policy 2016/17



This Admissions policy has been formally adopted by the Governing Body of St Benet's RC Primary School. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The Planned Admission Number (PAN) for St Benet's RC Primary School is 55.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

Children with an Education, Health and Care plan or a statement of Special Educational Need, which names our school, will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to children who will have older siblings attending the school in September 2015)

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the Local Authority immediately after that become subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic children whose home address is within the parish served by the school.
3. Catholic children whose home address is outside of the parish served by the school.
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
6. Children of other Faith traditions.
7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

Additional Notes:

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of the Local Authority

A looked after child is a child who is in the care of a local authority in accordance with Section 22 of the Children Act 1989 at the time of application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

Child arrangements order as stated in the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians' (Section 14A Children Act 1989)

3. Definition of Sibling

Sibling refers to 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.

4. Churches Together in England

(See www.churches-together.org.uk for further details on membership)

Tie-breaker:

Where there are places available for some, but not all applicants within criteria 2 and 3 the length of time elapsing between the date of birth and date of baptism will be the deciding factor, with priority given to children whose date of baptism is nearest to their date of birth.

Where there are places for some but not all applicants in criteria 5, 6 and 7 distance from the centre of home address to the main entrance of the school will be the deciding factor, with priority being given to those whose address is nearest to the school entrance when measured by the shortest walking route along a recognised lit footpath. Measurements will be calculated using the Local Authority's Geographical Information System (GIS).

Right of Appeal:

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Home Address:

It is the parental address, which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists:

If your child has been refused admission, your child's name will be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list, which will be maintained for the full academic year.

Late Applications:

Applications received by the LA after the agreed application deadline date will not be considered by the Governing Body until all criteria for admission have been filled, unless they are received late for a good reason:

e.g. (i) A lone parent has been ill for some time, or has been dealing with the death of a close relative. Within the period between the final date for application and the Governors' Admissions Committee Meeting;

(ii) A family has just moved into the area or is returning from abroad (proof of permanent address required). Within the period between final date of application and the Governors Admissions Committee Meeting.