SACRED HEART CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY

Sacred Heart School is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by the Wirral Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Wirral Authority. For the school's year commencing **September 2013, the Governing Body has set its admissions number at 55.**

ADMISSIONS 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 for admissions than the school has places available.

1. Children who are Looked After and previously Looked After Children.
2. Baptised Catholic children resident in the parish of Sacred Heart, Moreton.
3. Children who have a sibling in the school at the time of admission.
4. Baptised Catholic children from other parishes.
5. Children who currently attend the Foundation 1 classes.
6. Other children whose parents wish them to have a Catholic education.

NOTES

a) All applicants will be considered at the same time and after the closing date for admissions which is ***15th January (date published by the Local Authority)***. ***Late applications will be dealt with in accordance with the admissions criteria and the coordinated scheme.***

b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation

c) All applicants will be required to produce the short certificate of birth.

d) All Catholic applicants will be required to produce baptismal certificates.

e) It is the duty of the Governing Body to comply with the Key Stage 1 class size limit.

f) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school, those living nearer to the school having priority. Distance will be measured, using the Local Authority's computerised measuring system, from the nearest school gate to the home address using the shortest road route, unless it is possible to use a footpath which the LA consider to be a safe walking route. In the event of distances being the same for 2 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 normally has responsibility for the majority of school days in a week.

h) 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. In relation to children of multiple births, exceptionally it may be necessary to offer places over the Published Admission Number. This is to ensure that, as far as possible, siblings (ie twins, triplets or children from other multiple births) can attend the same

school. This exception will only apply if the admission is compatible with the duty to comply with infant class size legislation. Where necessary, allocation will be undertaken by a random lottery carried out in a public place.

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 for longer than the end of the Autumn Term.

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. "In Year" applications will be treated as per the admissions arrangements published by the Local Authority.

k) 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 Independent Appeals Panel within **20** working days of refusal. 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 baptism, sibling connections or place of residence.

m) It is anticipated by the Governing Body that those specifically choosing Catholic Education will wish to lend their support to maintaining both the full spiritual life of the school and those aims set out in its Mission Statement.

3/2012

SACRED HEART CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY – FOUNDATION 1 CLASS

ADMISSION TO THE FOUNDATION 1 CLASS at Sacred Heart Catholic Primary School will be on a part time basis and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSION CRITERIA forming a priority order where there are more applications for admission than the class has places available.

1. Children who are Looked After and previously Looked After Children
2. Baptised Catholic children resident in the parish of Sacred Heart, Moreton who have reached their third birthday at the start of the academic year.
3. Children who have a sibling at the school at the time of admission.
4. Baptised Catholic children from other parishes.
5. Other children whose parents wish them to have a Catholic education.
6. In the event of places still being available after the September start date has passed, there may be additional intakes**.** In which case, places will be allocated in accordance with the above criteria, in chronological order of birth date, to children who have reached their third birthday prior to the 31 December.

NOTES

a) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation.

b) All applicants will be considered at the same time and after the closing date for admissions which is 31st December. Late applications will be dealt with in accordance with the admissions criteria.

c) Admission to Foundation 1 <u>does not</u> secure admission to the mainstream primary school and parents will need to make separate written application undertaken by the Wirral Authority.

d) The decision with regard to the allocation of a morning or an afternoon place rests with the Headteacher.

e) All applicants will be required to produce the short certificate of birth.

f) All Catholic applicants will be asked to produce baptismal certificates.

g) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school***,*** those living nearer to the school having priority. Distance will be measured, using the Local Authority's computerised measuring system, from the nearest school gate to the home address using the shortest road route, unless it is possible to use a footpath which the LA consider to be a safe walking route. In the event of distances being the same for 2 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.

h) 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 normally has responsibility for the majority of school days in a week.

i) 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. In relation to children of multiple births, exceptionally it may be necessary to offer places over the Published Admission Number. This is to ensure that, as far as possible, siblings (ie twins, triplets or children from other multiple births) can attend the same school. This exception will only apply if the admission is compatible with the duty to comply with infant class size legislation. Where necessary, allocation will be undertaken by a random lottery carried out in a public place.

j) 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.

k) It is anticipated by the Governing Body that those specifically choosing Catholic education will wish to lend their support to maintaining both the full spiritual life of the school and those aims set out in its Mission Statement.

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