

# OUR LADY QUEEN OF PEACE CATHOLIC PRIMARY SCHOOL

## PROPOSED ADMISSION POLICY

### ACADEMIC YEAR 2010/2011

**Name of School:** Our Lady Queen of Peace Catholic Primary

**Date:** 27<sup>th</sup> February 2009

The admissions process is part of the Worcestershire LA co-ordinated scheme.

The Admission Policy of the Governors of Our Lady Queen of Peace Catholic School is as follows:

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.

The School's Admission Number for the school year beginning in September 2010 is 30.

The Governors operate an equal preference method of allocating places. The closing date for applications is 22<sup>nd</sup> January 2010. The LA, on behalf of the Governors, will notify parents on 26<sup>th</sup> April 2010 of the outcome of their application for a place in the Reception Year group from September 2010.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the school and parish.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
2. Baptised Catholic children living within the Parish of Our Lady Queen of Peace who have a brother or sister (see Note 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parish of Our Lady Queen of Peace
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission

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5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

### **OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated in metres on the basis of a straight-line measurement between the front door of the applicant's home address and the front door of the school.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the governing body will arrange for the local authority to randomly select the child to be offered the final place.

**Note 1:** Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to other applicants.

**Note 2:** In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF may affect the criterion the child's name is placed in.

**Note 3:** A brother or sister must be living at the same address, attending the school at the time of application and still attending the school at the time of admission. The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;

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- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children.

**Note 4:** The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must provide supporting documentary evidence to prove that care is equally split.

## **SCHOOL ENTRY**

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Head Teacher.

## **NURSERY**

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

## **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

## **REPEAT APPLICATIONS**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

## **LATE APPLICATIONS**

Late applications for Reception Class received up to and including 12 March 2010 may be treated as being on-time, only in the following circumstances:

1. Where a family have moved address after the closing date for on-time applications.
2. Where it is agreed by the governors that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

## **WAITING LISTS**

Waiting lists for admission will remain open until the end of August and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

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**APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year admissions)** Application should be made to the local authority who will need to consult with the governors.

## **APPENDIX**

### **DEFINITION OF A "BAPTISED CATHOLIC"**

*To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a "Baptised Catholic" for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.*

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the*

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*Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

- ***WRITTEN EVIDENCE OF BAPTISM***

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)