

**ARCHDIOCESE OF BIRMINGHAM
WORCESTERSHIRE COUNTY COUNCIL
St. Ambrose's Catholic Primary School
Kidderminster**

We do our best by following Jesus

Criteria for Admissions for the academic year 2010-2011

The admissions process is part of the Worcestershire LA co-ordinated scheme. The Admissions Policy of the Governors of St Ambrose's Catholic Primary 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 the ethos and its importance to the school community. This does not affect the right of the parents who are not of the faith of this school to apply for and be considered for a place.

The School's Admission Number for the school year beginning in September 2010 is 30. If the number of applications exceeds the admission number, governors will consider applications according to the following priority (see Note 1 below):

Details of the parish boundary are available from the priest..

1. Baptised 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)
2. Baptised Catholic children (see Note 2 below) living within the area served by the Parish of St Ambrose, Kidderminster, 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 area served by the Parish of St Ambrose, Kidderminster.
4. Baptised Catholic children, living outside the area served by Parish of St Ambrose, Kidderminster, who have a brother or sister in the school at the time of admission.
5. Baptised Catholic children living outside the area served by the Parish of St Ambrose, Kidderminster.
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 a category, the Governors will give priority to children living closest to the school determined by shortest straight line distance measured from the front door of the school to the front door of the home address (see Note 4 below). In a very small number of cases, it may not be possible to decide

between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). If there is no other way of separating the applications according to the admission criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will advise the school if there is a tie for the final place and the governors can draw lots to decide which child is allocated the place. Where the final place in a year group is offered to one of twins or triplets etc, the parent has to decide which child will take the 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 applicants.

DEFINITION OF A “BAPTISED CATHOLIC”

(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

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 Rite of Reception of Baptised Christians into the Full Communion of the 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 subsection 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.) Admission Policies should state the requirement of written evidence of Baptism or Reception for the category of “Baptised Catholic”. The policy should also state that those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

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 Baptised see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Note 3

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;*
- *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. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

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. Parents may discuss this with the Headteacher.

CLOSING DATE FOR APPLICATIONS

The closing date for applications will be Friday 22nd January 2010.

The LA, on behalf of the Governors, will notify parents on Monday 26th April 2010 of the outcome of their applications.

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 the Chair of Governors, c/o the school. Appeals will be heard by an Independent Appeals Panel in accordance with the Schools Standards and Framework Act 1998 whose decision will be binding on all parties.

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

Applications received after the closing date of 22nd January 2010 will only be considered alongside those received by the closing date under the following circumstances:

- *The family were unable to complete an application form before the closing date because they moved into the school’s parish area after the issue of application forms. OR*
- *The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time –*

the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

WAITING LISTS

Waiting lists for admission will remain open until the end of the Autumn Term and will then be discarded. The waiting list will be kept in admission criteria order.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION

An application should be made directly to Local Authority based at County Council, Worcester.

ST AMBROSE PRE-SCHOOL

Please note that attendance at St Ambrose Pre-School does not affect the school application process. All applications will be dealt with according to the admission criteria.