

# **ST GEORGE'S CATHOLIC PRIMARY SCHOOL**

## **ADMISSIONS POLICY 2010-11**

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

The Admissions Policy of the Governors of St George's Catholic Primary School is as follows:

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 of Jesus Christ.

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

It is important that all applications for Reception Class are received by the LA common closing date, which is 22<sup>nd</sup> January 2010.

The LA, on behalf on 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's 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 who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Sections 22 of the Children Act 1989).
- 2 Baptised Catholic children living within the Parish of St George's who have a brother or sister in the school at the time of admission.
- 3 Baptised Catholic children living within the Parish of St George's.
- 4 Other Baptised Catholic children living outside the Parish of St George's who have a brother or sister in the school at the time of admission.
- 5 Other Baptised Catholic children living outside the Parish of St George's.
- 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.

## **Note 1**

Children with a Statement of Special Education Needs that names the school must be admitted. This will reduce the number of places available to applicants.

## **OVER-SUBSCRIPTION**

If there is over-subscription within any category the Governors will then give priority in that category to applicants living closest to the school determined by shortest straight line distance measured from the main entrance of the school to the main entrance of the home address.

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 (e.g. 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 governing body will arrange for the local authority to randomly select the child to be offered the final place.

## **EVIDENCE OF CATHOLIC BAPTISM**

In all categories, for a child to be considered 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.

## **DEFINITION OF A BROTHER OR SISTER**

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

## **HOME ADDRESS**

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.

Please note that the information provided may be checked and any offer made by the Governors based on information supplied by the applicant, which is later found to be false, may be withdrawn at any time.

## **SCHOOL ENTRY**

Children are normally admitted into Reception Class in September of each year and parents are requested to register their children for consideration well in advance (from 2 years of age). Registration is not an application and parents **must** apply on the Local Authority form at the appropriate time.

Children must, by law, start school by the beginning of the term after their 5<sup>th</sup> birthday. A parent may defer a child's entry to school following discussion with the Headteacher, but not beyond the academic year for the Reception class.

## **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. 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<sup>th</sup> March 2010 may be treated as being on-time, only in the following circumstances:

1. Where a family has moved address after the closing date for on-time applications.
2. Where it 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 2010** 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.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION**

The LA from September 2010 will be responsible for co-ordinating admissions into existing year groups. Parents should complete the CA1 form (obtainable from the school) and return it directly to the LA. The LA will then co-ordinate with all preferred schools and the governors will advise if a place can be offered. The LA will communicate the highest offer to the parent or will advise parents of their right to appeal on behalf of the governors if no place can be offered.

## **DEFINITION OF A “BAPTISED CATHOLIC”**

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 ecclesiastical community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into 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 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.)