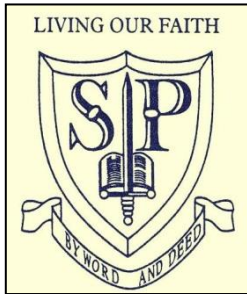


## St Paul's Catholic Primary School

### Admission Policy 2019/2020



St Paul's Catholic Primary School is under the trusteeship of the Diocese of Shrewsbury. It is maintained by Tameside 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 Local Authority. For the school's year commencing September 2019, the Governing Body has set its admissions number at 30.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place at St Paul's to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Faith of this school to apply for and be considered for a place here.

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. Baptised Catholic Looked After Children and previously Looked After Children.**
- 2. Baptised Catholic children who have a sibling in the school at the time of admission.**
- 3. Baptised Catholic children residing in the parish of St Paul's, Hyde whose parent is a member of staff employed by the Governors for two or more years at the time at which the application for admission to the school is made.**
- 4. Baptised Catholic children residing in the parish of St Paul's Hyde.**
- 5. Baptised Catholic children residing in other parishes.**
- 6. Non Catholic Looked After Children and previously Looked After Children.**
- 7. Non Catholic children who have a sibling in the school at the time of admission.**
- 8. Other non Catholic children whose parents wish them to have a Catholic education.**

All applications received by the closing date will be considered at the same time and after the closing date for admissions which is set by the Local Authority.

For categories 1 to 5, a valid certificate of Catholic Baptism is required to establish the faith of a child. We also require proof of address to confirm residence of the parish of St Paul's. **This proof must be supplied to the school before the closing date even if St Paul's is not your first choice of school.** Priority cannot be given to pupils within these categories without this supplementary evidence.

It is the duty of governors to comply with class size limits at Reception and Key Stage One.

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.

### **Oversubscription in Categories 1 to 4**

As the school is established to serve the Catholic parish of St Paul's Hyde, the Governing Body would like to be able to offer a place to all baptised children whose parents reside within the boundaries of the parish wherever they reside. If in categories 1 to 4 of the admission criteria, there are more applications than places available, priority will be given to children based on age at baptism with the younger being offered places first.

### **Tie-breaker for Categories 1 to 4**

In the event of the age of baptism being the same for two or more applications where this would be the last place/s to be allocated, the place will be allocated to the pupil that lives nearer to the school using distance as measured as a straight line using the local authority's school admissions data mapping software.

### **Oversubscription in Categories 5 to 8**

If in categories 5 to 8 there are more applications than places available, priority will be given to pupils living nearest the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey, with those living nearer to the school having priority.

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 parents who normally has responsibility for the majority of school days in a week.

### **Tie-breaker**

In the event of distances being the same for two or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

### **Definition of siblings**

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.

### **Twins/Multiple Births**

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **Proof of address**

Proof of address must be provided prior to the closing date for applications.

Parents are asked to provide **TWO** documents from the list below as proof of address:

- **Mortgage statement\***

- Tenancy Agreement or letter from landlord\*
  - Council Tax statement\*
  - Council Tax Benefit statement\*
  - TV licence\*
  - Home contents' insurance certificate\*
  - Buildings' insurance certificate\*
  - Recent utility bill (gas, electricity, water, land-line phone bill but not a mobile phone bill)\*\*
  - Letter from a solicitor confirming exchange of contracts on a residence\*\*
- (\* issued within last 12 months                      \*\* issued within last 3 months)

### **Late applications**

The closing date for applications in the normal admissions round is **15<sup>th</sup> January 2019**. Applications received after this date will be considered after all applications received on time have been processed.

### **Waiting lists**

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. Parents, who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list.

### **Deferred admissions**

Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However they cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **The Process for Seeking Admission for a Child Outside their Normal Age Group**

Parents must **submit in writing** any request **before the normal time of application**. Application must be by letter to the Governing Body, stating all reasons for the request, which must be submitted for consideration before the start of the opening of the application period for admissions into Reception. This is in order to give the Governing Body sufficient time to properly evaluate all considerations and implications, to seek further information if necessary and to allow for an application to be included with the normal age-group, if application for deferment is turned down. The Governing Body will **respond by letter**, setting out reasons for their decision. If the parental request is agreed this does not mean a place will be offered for the next round of admissions; the application will be considered for the following round of admissions along with all other applications for that year and normal admissions criteria will be applied. All decisions are final and there is no appeal process

### **Appeals**

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.