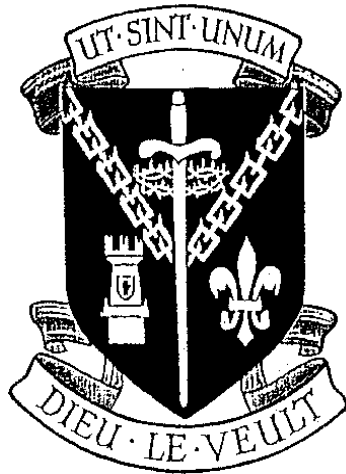


# St Louis Catholic Primary School



## Admissions Policy (Reception)

**2018**

**'Ut Sint Unum' – That We May Be One**



## **Admissions Policy (Reception) St Louis Catholic Primary School**

1. St Louis' Catholic Primary School is promoted by the Diocese of Northampton and is maintained by Buckinghamshire Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by requirements of the law, by the advice of the Diocesan Trustees, and its duty to the school and the Catholic Community. It complies with the Fair Access protocol. The Admissions Authority for children who hold a Statement of Educational Need or EHC is the Local Authority, not the Governing Body and this is dealt with through a separate process (see 7).
3. The school primarily serves the Catholic Parishes of Aylesbury: St Joseph's and St Clare's, Our Lady of Lourdes and Guardian Angels.
4. Having consulted the other local admission authorities in accord with legal requirements, the Governing Body has set as its planned admissions number as 60 pupils for the Reception Class in the school year commencing September 2018.
5. Parents wishing to apply for a place in the school for their child in the school year 2018/2019 must complete the online co-ordinated admission form (from the LA) and the supplementary form (which can be downloaded from the Bucks County Council website). The LA form and parent booklet is available on-line but will not be available until Oct 2017.
6. Applicants are required to supply appropriate evidence to support their application (see additional information for definitions)
7. Children holding a statement of Special Educational Needs or an Educational Healthcare Plan, naming the school will be admitted according to the regulations and policy of the Local Authority.

8. Parents have the right to defer taking up a place or accepting a place on a part time basis (mornings only) until after the child's fifth birthday as long as this is within the same academic year.
9. The Governing Body will consider all applications according to the criteria set out below without reference to the ability or aptitude of the child.

Further details about deadlines, late applications, casual arrangements and waiting lists can be found on-line in the Parent's Guide Admission to Primary School.

In the case of over subscription the Governors will give priority to the children in the following order:

- A. Baptised Catholic Looked After children or children who have previously been 'looked after' see note under additional information
- B. All other Looked After children or children who have previously been 'looked after' see note under additional information
- C. Baptised Catholic children of families who practise in the Catholic parishes of Aylesbury: St Joseph's and St Clare's, Our Lady of Lourdes or Guardian Angels and whose application is supported by a priest.
- D. Baptised Catholic children of families who practise in other Catholic parishes and whose application is supported by a priest.
- E. Other Baptised Catholic children.
- F. Children of teaching staff.
- G. Baptised children from other Christian denominations whose parents specifically wish them to receive a Catholic education, and whose application is supported by their priest or minister of religion.
- H. Baptised children from other Christian denominations and whose parents specifically wish them to receive a Catholic education and that are in sympathy with the ethos of the school.
- I. Unbaptised children from a Catholic family whose parents specifically wish them to receive a Catholic education, that are in sympathy with the ethos of the school and can provide supporting evidence of their faith commitment
- J. Unbaptised children from a Christian family whose parents specifically wish them to receive a Catholic education, that are in sympathy with the ethos of the school and can provide supporting evidence of their faith commitment

- K. Children from other faith backgrounds who have supporting evidence from their Ministers or Faith Leaders and whose parents are in sympathy with the ethos of the school.
- L. Children from other faith backgrounds whose parents can provide evidence other than a Faith Leader's signature and specifically wish them to receive a Catholic education and are in sympathy with the ethos of the school.
- M. Applications not covered by any of the criteria A to L and whose parents are in sympathy with the ethos of the school.

Within each category places will be allocated in the following order:

1. Children of teaching staff.
2. Siblings.
3. Children who have attended St Louis' Nursery/Pre-Reception class.
4. Proximity of the child's normal home to school (straight line distance being measured by the LA between the normal home address and the school's nearest open entrance gate offering the closest first)

*For definitions of these terms please see 'Additional information' sheet.*

All parents have the right to appeal against an unsuccessful application and details of how to do this will be sent out with the decision letter by the LA.

#### Additional Information: Definition of terms

**Parent:** By parent, we mean both natural parents, provided they were married to each other at the time of birth, or have subsequently married; any person who, although not a natural parent, has parental responsibility for a child; or any person who, although not a natural parent, has care of the child. If you are in any doubt, please contact the school or LA for advice.

**Looked after child:** By this we mean a 'looked after child' or a child who was previously 'looked after' but immediately after being looked after became the subject of an adoption, residence or special guardianship order. A looked after child is a child who is a) in the care of a Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social

services functions (see the definition in section 22 (1) of the Children Act 1989)

*Please note definitions of the above are as follows:*

- *Adoption order: 'Under Section 46 of the Adoption and Children Act 2002'*
- *Residence order: 'Is an order setting the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989'*
- *Special Guardianship order: 'An order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989'*

**Catholic:** Means Baptised in accordance with the rites of the Catholic Church or enrolled with evidence, on a Catholic Baptismal programme in preparation for Baptism on a specified date.

**Practising:** Means weekly attendance at Sunday Mass.

**Teaching Staff:** Means a Teacher or Teaching assistant employed at St Louis School on a permanent contract either part time or full time.

**Christian:** Means a member of the Churches Together in England and Ireland or the Evangelical Alliance (and can provide a church registration number to that effect). This registration number must be provided in time for when decisions are being made by the Admissions Committee.

**Proof of membership and church registration number must be provided by the parents and the appropriate church leader on the appropriate headed paper.**

**Normal home address:** By normal home address, we mean your child's home address. This is your child's address at the time you make your application for a place. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at this or his/her parent's address. For further information about this please contact the school office.

**Sibling:** By sibling we mean a brother or sister. For admissions purposes we mean one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

We will only consider the pupil in primary school as a sibling if he or she is at the school in Reception to Year 5 at the time the allocations are made (April 2018) and is expected to be on the school roll at the time of proposed admission or who have already been offered a place to start in the current academic year at the school. We do not count children in our Nursery (Pre Reception Class) as a sibling for admission purposes.

When allocating places to a class which is covered by the infant class size legislation, if we have one place left and the next child on the list is a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted. Whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Size) (England) Regulations 2012, which permit Key Stage 1 classes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class will remain at the lower figure.

For admission to a class where there is a place and where infant class size legislation does not apply both twins (or all the siblings in the case of multiple births) would be admitted.

**Distance** – home to school distance is measured by straight line and we adopt the methodology used by Buckinghamshire County Council.

Where one place remains and the next two applicants are of equal distance from the school we will use random allocation to determine which child should have the place.

In the case of a block of flats the lower floors will be treated as nearer than higher floors.

**Supporting evidence** - such as copies of Baptismal certificates, letters from Priests, Religious Leaders, evidence of Faith and any other supporting evidence must accompany the Voluntary Aided Schools Supplementary Form or can be brought into the school

office direct. This evidence must be verifiable i.e. applications that are countersigned by Priests, Ministers or Religious Leaders will need to be supported by headed paper and/or an official stamp. If there is any doubt about the authenticity of the supporting evidence (particularly if it has come from overseas) the school reserves the right to request additional evidence and information. Please note that for categories H and I marriage certificates or Baptismal Certificates of the parents are not considered to be evidence of parents' faith commitment.

**Applicants are responsible for providing any supporting evidence, in full and within the time deadline as given on the bottom of the Voluntary Aided Schools Supplementary Form. This form is available from our school website or from the BCC website at [www.buckscc.gov.uk/schooladmission](http://www.buckscc.gov.uk/schooladmission).**