



# St Clare's Catholic Primary School

*Following in the footsteps of Jesus*

## St Clare's Catholic Primary School

### Admissions Policy For September 2019 Intake

St Clare's Catholic Primary School is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Cheshire West and Chester 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.

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. Children in care under the Local Authority and previously in care.
2. Baptised Catholic children resident in the parish of St Clare's.
3. Baptised Catholic children from other parishes
4. Non-Catholic children.

#### NOTES

The attendance of a brother or sister (sibling see note 'g' below) at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

- a) All applicants will be considered at the same time and after the closing date for admissions which is January 2019.
- b) All Catholic applicants will be required to produce baptismal certificates.
- c) "Children in Care" 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 under section 22(1) of the Children Act 1989. Children previously in care is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- d) It is the duty of governors to comply with class size limits at Key Stage One.

e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distances are measured using Ordnance Survey mapping in conjunction with local Land and Property Gazetteer (LLPG) to identify each property and the school. A straight line measurement in miles is taken from the place of residence to the school to calculate the distance. Those living nearest to the school will have priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

f) 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 parent who normally has responsibility for the majority of school days in a week.

g) 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.

h) 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.

i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the co-ordinated arrangements published by the Local Authority.

j) 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.

k) 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.

Signed: Chair of Governors

Signed: Headteacher

Date: To be Reviewed: