

# St Cuthbert's Catholic Primary School

## Admission Policy 2019-20

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### **ADMISSIONS POLICY (RECEPTION→YEAR 6) 2019-20**

St Cuthbert's Primary School is a Catholic School under the trusteeship of the diocese of Lancaster for children from 4 – 11 years of age. It is maintained by Cumbria Local Authority.

#### **Admission Procedure**

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 (PAN).

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) 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 resident in the parish(es) of Our Lady of Eden or the parish of St Augustine.
- 4) Baptised Catholic children from other parishes
- 5) Non Catholic children who have a sibling in the school at the time of admission
- 6) Other children.

#### NOTES

- a. All applicants will be considered at the same time but must be received by the closing date for admissions which is **15<sup>th</sup> January 2019**.

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- b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
- d. It is the duty of governors to comply with regulations on 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. Distance from home to the main entrance of the school will be measured by the local authority using their GPS system, with those living nearer to the school having 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. '
- 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. Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l. The Governing Body reserve the right in Key Stage 2 to admit up to 2 places above the PAN of 30 specifically for in year admissions of baptised Catholic children moving into the area .

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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.

### **Waiting Lists**

St Cuthbert's Catholic Primary School maintain a waiting list for at least one term in the academic year of admission. In oversubscribed classes Children will be allocated places following the above admission criteria.

### **APPEALS AGAINST REFUSAL OF ADMISSION**

If the Governors' or their delegate turn down an application for a child fulfilling the above conditions, parents have a right of appeal. All appeals should be sent within twenty days of refusal to Schools Appeals Committee, Legal and Democratic Services, The Courts, Carlisle CA3 8LZ.

The decision of the Appeal Committee is binding on the Governors and it will be communicated in writing to the parents of the child.

Evidence of Baptism will be required in Category 1 - 4

Date:

Signed: