



ST ALBAN'S CATHOLIC PRIMARY SCHOOL

Christ Be Our Light

ADMISSIONS POLICY

Admissions Criteria in use for September 2015

For admission into the Reception year in **September 2015**, the Local Authority, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN). In the event that there are more than 30 applications received, the following admissions criteria will be applied to determine priority for places.

Children who have a statement of special educational needs that names the school will be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

In the event that there are more than 30 applications received, the following admissions criteria will be applied to determine priority for places.

- 1 'Looked after' children from Catholic families and all baptised Catholic children who are 'looked after'.
- 2 Baptised Catholic children, (at the time of application), with siblings in attendance at the time of admission.
- 3 Baptised Catholic children, (at the time of application), of parents living in the parishes of Our Lady and the English Martyrs, Our Lady of Lourdes and St Philip Howard.
- 4 Other Catholic children, at the time of application.
- 5 Other 'looked after' children.
- 6 Siblings of children in attendance at the time of admission not included under Criterion 2.
- 7 Christians of other denominations and children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a letter from a minister of religion.
- 8 Any other applicants.

In cases of equal merit priority will go to children living nearest the school by shortest straight line distance.

Please note:

- All preferences are treated equally.
- Distance within Cambridgeshire is calculated by measuring a straight line from the centre point of the home to the centre point of the primary school as determined by the National Land and Property Gazetteer (NLPG)

How To Apply

The application process for admissions into Reception 2015 (initial year of entry) is coordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the School. Parents should submit a Common Application Form and the relevant Supplementary Information Form (to be returned to the school), available from their child's primary school or from the LA Admissions Team, from **17 November 2014** and no later than **15 January 2015**. Email confirmation of offered places will be dispatched to those parents who applied online and requested it on **16 April 2015**. Written confirmation of offered places will be posted to all applicants, via second class post, on the **16 April 2015**. Late applications before **31 JANUARY 2015** will be accepted **but** will be considered as **late** and places allocated **after** all on time applications. Those submitted after **31 JANUARY 2015** will not be processed until the 2 round of allocations. The second round allocation starts on **19 May 2015**.

Supporting documents

For children to whom any of the first four criteria apply, applications must be supported by a **baptismal certificate**.

All applications must be supported by the following documents:

1. Supplementary Information Form (must be returned to the school by the **15 January 2015)**

The school has a Supplementary Information Form which parents will need to complete in order to make application to this school.

Appendix A: Supplementary Information Form

2. Birth certificate or passport

Appeals' Process

Any child who is refused a place at the school has a right of appeal to an independent appeals panel. The panel is made up of three people who are independent of the governing body and the local education authority. They will take into consideration all the circumstances of the case put before them and any decision they make is binding on the governing body and the parents concerned.

Any parent wishing to appeal should refer to Cambridgeshire County Council's website for the appropriate appeal form.

Reserve List

The OCYPS Admissions' Team holds the reserve list until the end of the first week of the Autumn Term; thereafter the Governing Body holds the list. A child's name will remain on the list for the rest of the academic year after the application is submitted.

Parents will be contacted immediately if a place becomes available for their child, but parents should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Children with Special Education Needs

Any child with a Statement of Special Education Need that names St. Alban's as the appropriate school placement will be admitted to the school. This is a legal requirement. Confirmation of such needs will be sought from the OCYPS' Student Assessment Service or the Consultant Community Pediatrician. Applications from parents with children who have special educational needs, but who do not have a statement that names the school, will be considered along with all other applications, using the school's admission criteria.

Notes (these notes form part of the criteria)

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'Sibling' means a child living in the same home.

'home address' this is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will only be accepted if the move is intended to take place within 6 weeks of the application and on confirmation of tenancy or exchange of contracts. Further details can be obtained from the OCYPS Admissions booklet for parents.

Appendix A

SUPPLEMENTARY INFORMATION FORM WHEN APPLYING FOR A PLACE AT ST. ALBAN'S CATHOLIC PRIMARY SCHOOL – TO BE RETURNED TO THE SCHOOL

To be completed if ANY of your preferences are for a Catholic Voluntary Aided School. Please check the Admissions policy of the aided school (s) involved before completing this form.

FOR ALL APPLICANTS

Forename

Surname Boy/Girl

Address

.....

Postcode

Tel No

Date of Birth

Do you have a child attending the school already?

What is your faith/denomination?

FOR CATHOLIC APPLICANTS ONLY

Date of Baptism

The Baptism certificate must be sent to the school with this form and a copy will be retained for school records. In extraordinary circumstances, if the baptism certificate is not available, the school will refer the matter to the school's Parish Priest for consideration.

FOR NON-CATHOLIC APPLICANTS

If you are a member of another Christian church or world faith please submit a letter of support from your minister of religion.

.....

This form should be sent directly to the Catholic School/s, which you have indicated as a preference on your Common Application Form, by the published closing date. Should any details change, please notify the relevant school/s immediately.