



**ST. EDMUND'S R.C.
PRIMARY SCHOOL**

ADMISSIONS POLICY 2017-18

<i>Date Policy Approved:</i>	<i>13th October 2015</i>
<i>Date Endorsed by Governors:</i>	<i>13th October 2015</i>
<i>Date of Next Review:</i>	<i>Reviewed Yearly in Autumn</i>

‘The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.’

St Edmund’s is a Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Manchester Local 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 year commencing September 2017, the Governing Body’s planned admission number is 30.

Admissions to the school will be made by the Governing Body. All parental 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 who are in the care of the Local Authority. This includes adopted baptised Catholic children who were previously in the care of the Local Authority.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the previous boundaries of the parish of St Edmund.
4. Baptised Catholic children from other parishes.
5. Non Catholic Looked After children who are in the care of the Local Authority. This includes adopted children who were previously in the care of the Local Authority.
6. Non Catholic children who have a sibling in the school at the time of admission.
7. Other Non Catholic children.

Please note that length of time on the waiting list is not used as a criterion.

NOTES FOR PRIMARY ADMISSIONS 2017-18

- a. All applicants will be considered at the same time and after the closing date for admissions specified by Manchester Local Authority.
- b. A Looked After Child is a child who is:
 - a) in the care of the 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 adoption, residence or special guardianship order.
- c. All Catholic applicants will be required to produce baptismal certificates.
- d. It is the duty of governors to comply with class size limits at Key Stage One. However, the Governing Body may exceed the regulations for twins and children from multiple births, where one of the children is the 30th child admitted, to prevent breaking the sibling link.
- 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 will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring 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. '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 ten 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 the 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 reserves 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.