

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'



Admission Policy 2017 - 2018

By order of the Governing Body of Our Lady of Peace Catholic Primary and Nursery School

This policy was implemented April 2016

Statutory Policy - Date implemented: April 2016 To be reviewed: April 2017
Determined at FGB Meeting17th March 2016

The school has a commitment to safeguarding and promoting the welfare of children.



Our Lady of Peace Catholic Primary and Nursery School Admission Policy 2017-2018

INTRODUCTION

Our Lady of Peace Catholic Primary and Nursery School is situated in the Dioceses of Northampton and is maintained by Slough Unitary Authority.

The Governing Body has responsibility for setting the admissions criteria to the school and applies the regulations on admissions fairly and equally to all applicants. Slough Unitary Authority is the co-ordinating authority for the normal round of admissions to the Primary School. The planned admission number means that there are 90 places available in each year group from Reception to Year 6.

A separate application is required for Admission to the Nursery Department of the School. The planned admissions number for the Nursery Department of the School means that there are 60 places available at the Nursery. (Please see separate Admissions Policy for the Nursery Department)

Attendance at the Nursery does not guarantee a place in the Primary School.

This Policy is written in consultation with staff, governors and the local community as set out in the School Admissions Code. In light of our mission statement, the ethos of the School is based on Christian Gospel values and the teaching of the Roman Catholic Church, in that it values and respects the pupils and staff of Our Lady of Peace Catholic Primary and Nursery School. Our aim is to respond to all children in our care with sensitivity and imagination.

Admissions Criteria:

We ask parents applying for a place here to have sympathy with our ethos and its importance to the school community

Where a pupil has an Education Health Care Plan/ Statement of Educational Needs naming the school, the Governors will admit the pupil provided the school can make reasonable adjustments to meet the child's needs.

Factors, which will be considered, will include:

- Impact on the whole class
- Available physical provision
- Specific needs of the child

Looked after Children and previously looked after children will be awarded places at the school

When pupils in the above categories have been admitted, the Governors wish to offer the remaining places to pupils baptised into the Roman Catholic faith according to the following criteria:

1. Practising Baptised Catholic children with a sibling attending the school at the time of application. (see definition of Practising Catholic)
2. Practising Baptised Catholic children (see definition of Practising Catholic)
3. All other Baptised Catholic children.

In the event of there being vacancies after all the above applicants have been admitted, the Governors will admit children whose parents wish their children to be educated in a Catholic environment.

Priority will be given to applicants in the following order:

4. Children of Christian denomination (see definition of Christian)
5. Children of other faiths (see definition of Other Faiths)
6. Children whose siblings attend the school at the time of application.
7. All other children.

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Parents have a right to defer their child's place at Reception age and also have the option to request part time. Parents can request that their child's admission is deferred until later in the academic year, or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

All decisions will be made by the Governors on an individual basis, after consulting with the Headteacher.

In the case of two or more pupils being equally qualified for a single vacancy in any of the above criteria, proximity to the school will apply. (Please see definition of Tie Break and Final Tie Break)

In the event of a child being unable to obtain a place in school, parents will be given full details of the Appeals procedure on request to the Clerk to the Governors.

Children's religious faiths will be established through reference to their "original" Baptismal certificates or other faith equivalent.

Parents or carers of pupils who are re-locating from overseas must provide the information determined by the Immigration Rules of the UK Border Agency.

Following the Governors' decision parents may request that their child is kept on a waiting list. Parents may be asked from time to time by the school to confirm that they wish their child's name to remain on the list and in the absence of confirmation, names will be removed. When a vacancy occurs at the school, the Governors will offer the place to the child who is listed first in the waiting list as judged by the admissions criteria.

IN-YEAR ADMISSIONS Reception to Year 6

Applications for In-Year admissions are made directly to the school on the Common Application Form provided by the Local Authority. The published Admissions Criteria will apply to applicants. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria.

Definitions:

Looked after children/Previously looked after children:

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject became subject to an adoption, residence, or special guardianship order. 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 (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Sibling:

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Home Address:

This is the address at which the child resides for most of the week. Distances are measured from the top of the drive of the school to the main front entrance of the child's home using the Slough Geographical Information System.

Examples of Proof of Home Address Documents is as follows:

- Proof of Registration to pay Council Tax
- Utility bill no more than 3 months old – must be in the name of parent/carers of applicant

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Tie Break:

In the event of two or more pupils being equally qualified for a single vacancy, proximity to the school will be the deciding factor. The shortest distance from the school will be the deciding factor in offering a place. Proof of residence is required (for "Home Address" please see definition). Proximity to the school will be measured in a straight line from the top of the drive to the school to the main front entrance of the child's home using the Slough Geographical Information System.

Final Tie Break:

In the event of two or more pupils being equally qualified in accordance with the Tie Break definition then the following will apply:

Random allocation, independently verified by a person or persons, completely independent of the school.

Practising Catholic:

Practising Catholics will be determined by a reference confirming regular attendance at Mass. (Please see Supplementary Information form)

Catholic means baptised in accordance with the rites of the Catholic Church within the See of Rome, or enrolled in a baptismal programme. An original copy of a baptism certificate or a letter from the Parish Priest will be required as proof of this.

'Christian' is defined as 'a member of one of the churches in full membership with Churches Together in Britain and Ireland at the time when admission decisions are made.'

http://www.churces-together.net/Articles/147646/Churches_Together_in/About/Member_Churches.aspx

Other faiths means – all other faiths

Proof of Christian or other faith membership must be provided by completion of the Supplementary Information Form, which should be signed by the appropriate Church or faith leader (Please see Supplementary Information form)

Documents required:**All applicants:**

- Common Application Form

All Catholic Applicants:

- Original Baptismal Certificate or proof of enrolment in a Baptismal Programme
- Supplementary Information Form signed by the Priest of the Parish

For other Applicants:

- Baptismal or equivalent Certificate confirming membership of a Church or other faith denomination
- Supplementary Information Form signed by Religious Leader

Date of Determination of Policy March 2016

To be Reviewed Autumn Term 2017

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