

St Andrew's Catholic Primary School

Admissions Policy 2011

ADMISSIONS TO ST. ANDREW'S NURSERY

The ethos of the Nursery is Catholic. We ask all parents applying for a place here to respect this ethos and its importance to the nursery and school community.

St. Andrew's Nursery provides part time (mornings only) education for 30 children beginning in September following their 3rd birthday. For 2011 this will be for children born between 1st September 2007 and 31st August 2008. Admission to the Nursery is made on forms from the Authority's Schools Admissions Office. The contact number is 01217046693. **It must be noted that the offer of a Nursery place does not ensure automatic admission to St. Andrew's School.** Applications for admission to the school from Reception year onwards must be made separately on the appropriate forms available from Solihull's Schools Admissions office.

Nursery admission Criteria 2011

If the school receives more applications than it has nursery places available, then places will be allocated in accordance with the following criteria.

1. Baptised Catholic children who are in care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children's Act 1989).
2. Baptised Catholic children living on the south side of St. Thomas More Parish who have a brother or sister at St. Andrew's school at the time of admission (map available from the school).
3. Baptised Catholic children living on the south side of St. Thomas More Parish.
4. Other Baptised Catholic children who have a brother or sister attending St. Andrew's school at the time of admission.
5. Baptised Catholic children living on the north side of St. Thomas More Parish (map available from the school).
6. Other Baptised Catholic children.
7. Non-Catholic looked after children who are in care of the local authority or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children act 1989)
8. Non-Catholic children who have a brother or sister in the school at the time of admission.
9. Other Non-Catholic children.

Note 1

Children with a Statement of special Educational needs that names the school must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a catholic, the evidence of Catholic Baptism or Reception into the church will be required (a certificate copied from

Church records). For definition of a Baptised Catholic see the Appendix. Those who face difficulty in producing written evidence should contact their Parish Priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF may affect the criterion the child is placed on.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children are related by a parent's marriage
- Step-brother or step-sister, where two children share one common parent
- Adopted or fostered children

Note 4

Distances are calculated on the basis of a straight- line measurement between the applicant's home address and the front door of the school. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot the school and applicants home address within the system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admissions criteria.

For example, this may occur when children in the same year group live at the same address or where there are twins or if the distance between the home and the school are exactly the same, for example a block of flats. If there is no other way of separating the application according to the admissions criteria and to admit both pupils would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. The home address of the pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

NURSERY ATTENDANCE

Attendance at nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

There is no appeal process for Nursery.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

LATE APPLICATIONS

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms.
- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places were offered) will be added to the school's waiting list in admission criteria order.

WAITING LISTS

Waiting lists for admission will remain open until the end of the autumn term and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

APPLICATIONS OTHER THAN NORMAL INTAKE INTO NURSERY

An application should be made to the local authority who will need to consult with the governors.

There is no charge or cost related to the admission of a child into this school.

APPENDIX

DEFINITION OF A BAPTISED CATHOLIC

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools will require written evidence in the form of a certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

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Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original record, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

There is a requirement of written evidence of Baptism or Reception for the category of "Baptised Catholic". Those who face difficulties in producing written evidence of Baptism should contact their Parish Priest.

MAKING APPLICATION FOR ADMISSION TO THE SCHOOL

St. Andrew's Catholic School is a one-form entry school, standard number 30 children per class, catering for children from Nursery to aged 11 years.

Each class is taught as a separate Year Group, starting with Nursery through to Year 6. Each class contains children of all levels of ability. Every possible effort is taken to make sure that the level of work suits the child's particular needs, through differentiated group work.

Children who are aged four years on 31 August are eligible for admission to school during the following Autumn term.

Application should be made by October of the year **before** admission. Solihull Local Authority has a co-ordinated admissions scheme and applications can be accepted only through the Authority's scheme. The contact number is 01217046693

Parents will receive school application forms directly from Solihull Schools Admissions Office.

CRITERIA FOR ADMISSION TO SCHOOL from September 2011 and thereafter

There are two Catholic primary schools in the parish of St. Thomas More's Church. St Andrew's, Solihull and St. Thomas More's, Sheldon.

The admissions process for St. Andrew's is part of the Solihull LA co-ordinated scheme.

The Admissions Policy of the Governors of St Andrew's Catholic Primary School is as follows:

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.

The School's Admission Number for the year beginning in September 2011 is 30. If the number of applications exceeds the admission number, governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before (see Note 1 below):

1. Baptised Catholic Children who are in the care of the local authority or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989).

2. Baptised Catholic children **living on the South side of the St. Thomas More Parish** who have a brother or sister at the school at the time of admission **(map available from the school)**.
3. Baptised Catholic children living on the South side of the St. Thomas More Parish.
4. Other Baptised Catholic children who have a brother or sister attending the school at the time of admission.
5. Baptised Catholic children living in the North side of St Thomas More Parish (map available from the school).
6. Other baptised Catholic children.
7. Non-Catholic looked after children who are in the care of a local authority or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989).
8. Non -Catholic Children who have a brother or sister in the school at the time of admission.
9. Other Non-Catholic children.

Note 1

Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required (a certificate copied from Church records). For definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF may affect the criterion the child's name is placed on.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent
- Step-brother or step-sister, where two children are related by a parent's marriage.
- Adopted or fostered children

Note 4

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the front door of the school. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot the school and an applicant's home address within the system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address or where there are twins or if the distance between the home and the school are exactly the same, for example, block of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of the pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

LATE APPLICATIONS

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms

- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

WAITING LISTS

Waiting lists for admission will remain open until the end of the autumn term and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

An application should be made to the local authority who will need to consult with the governors.

There is no charge or cost related to the admission of a child into this school.

Appendix

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf Catechism of the Catholic Church, 1203). Written evidence * of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 &878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools will require written evidence in the form of a certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how

the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original record, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

There is a requirement of written evidence of Baptism or Reception for the category of "Baptised Catholic". Those who face difficulties in producing written evidence of Baptism should contact their Parish Priest.