



CRITERIA OF ADMISSION FOR ST ANNE'S CATHOLIC PRIMARY SCHOOL - SEPTEMBER 2011

Name of School: St Anne's Catholic Primary School

The admissions process is part of the Solihull LEA co-ordinated scheme.

The Admission Policy of the Governors of St Anne's 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.

The School's Admission Number for the school year beginning in September 2011 is 60 (two form entry).

1. Baptised Catholic children who are in the 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 Act 1989)
2. Baptised Catholic children (see Note 2 below) living within the Parish of St Anne's who have a brother or sister (see Note 3 below) in the school at the time of admission)
3. Baptised Catholic children living within the Parish of St Anne's.
4. Baptised Catholic children living outside the Parish of St Anne's who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the 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 Act 1989)
7. Non-Catholic children who have a brother or sister in the school at the time of admissions.
8. Non-Catholic children.

If the number of applicants exceeds the admission number, the governors will give priority to applications with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see now below). If there is over-subscription within a criterion, the governing body will give priority to children living closest to the school determined by shortest distance (see note 4).

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 Baptism or Reception into the Church will be required. For definition of Baptised 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 in.

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 this 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 school is exactly the same, for example, blocks 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 a 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

The School has a separate Admissions Policy for Nursery children. Admission to Nursery does not guarantee 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.

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.

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.
OR*
- 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 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 applicant should be made to the local authority who will need to consult with governors.

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

APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”

(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

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 records, 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.)

Admission Policies should state the requirement of written evidence of Baptism or Reception for the category of “Baptised Catholic”. The policy should also state that those who face difficulties in producing written evidence of baptism should contact their Parish Priest.



ST ANNE'S CATHOLIC PRIMARY SCHOOL

ADMISSION INFORMATION

ADMISSION CRITERIA FOR NURSERY PLACES FOR SEPTEMBER 2011.

Nursery education is provided at St Anne's School for children beginning in September following their third birthday. There is no charge for this provision.

We offer additional **childcare facilities on site during term-time**. This is called wrap-around provision and is operated by "Angels". For further details contact school.

You must apply for a nursery place on the Solihull Council nursery application form. This form must be completed and returned by the closing date. If you have any queries please telephone the School Admissions Team at Solihull Council on 0121 704 6693 or contact our school office 0121 7703878. The nursery application form allows you to make three equal preferences. These preferences can be for any school in Solihull. You will be asked to rank the schools in order of preference, putting your favourite school first. Additional details of admission are available in the Solihull Primary Education – A Parents' Guide.

Governors' Nursery admission policies are quite distinct and separate from those of the main school of St Anne's.

Parents are advised that admission to Nursery Class does not guarantee a place in the Reception Class.

Parents of children in nursery classes must complete an application form in order to apply for a place in the reception class in the school when it will be considered against the criteria for admissions. Attendance at the school's nursery will provide no advantage when applying to the school's reception class.

NURSERY ADMISSIONS CRITERIA SEPTEMBER 2011

ADMISSION NUMBER 60

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

1. Baptised Catholic children who are in the care of a local authority (looked-after children).
2. Baptised Catholic children (see Note 2 below) living within the Parish of St. Anne's who would have a brother or sister (see Note 3 below) at the school at the same time.
3. Baptised Catholic children living within the Parish of St. Anne's
4. Baptised Catholic children living outside the Parish of St. Anne's, who would have a brother or sister at the school at the same time.
5. Baptised Catholic children living outside the Parish of St. Anne's
6. Non-Catholic children who are in the care of a local authority (looked-after children).
7. Non-Catholic children who have a brother or sister in the school at the same time
8. Non-Catholic children.

Over-subscription

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by shortest straight-line distance measured from the front door of the school to the home address (see Note 4 below).

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. For definition of Baptised see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

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;
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- Adopted or fostered children.

Note 4

The home address of a 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.

Definition of a 'Baptised Catholic'

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a "Baptised Catholic" for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

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 records, 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.)

Note 5

If School Nursery is over subscribed you may request for your child to be placed on a waiting list which will then follow appropriate criteria available if required.