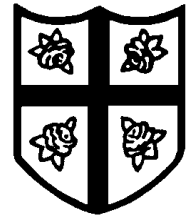


St George & St Teresa Catholic Primary School

Solihull



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Admission Information

St George and St Teresa School Nursery Admission Criteria

St George and St Teresa Nursery Admission Criteria for Children.

Nursery education is provided at St George and St Teresa School for children beginning in September following their third birthday. For September 2011, this will apply to children born between 1 September 2007 and 31 August 2008. We offer five half-day sessions per week. These are for two and a half hours per morning session. There is no charge for this provision although currently a contribution of £20 per term is requested for the Nursery Fund. We offer additional **childcare facilities on site**, offering either a top-up to half-day sessions or full-time childcare during term-time. This is called wrap-around provision.

You must apply for a nursery place on the Solihull Council nursery application form. This form must be completed and returned by the published date. If you have any queries please telephone the School Admissions Team at Solihull Council on 0121 704 6693 or contact our school office 01564 774906. 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 George and St Teresa. Parents are advised that admission to Nursery Class does not guarantee a place in the Reception Class. To avoid misunderstandings later, all parents will be requested to sign a statement acknowledging that they recognize that it may not be possible for their child to be subsequently offered a place in Reception. 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.

St George and St Teresa Catholic Primary School

The Admission process is part of the Solihull LA co-ordinated scheme.

The Admission policy of the Governors of St George and St Teresa School is as follows;

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 30.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of the application before decisions on admissions are made. (see note 1 below)



Nursery Admissions Criteria September 2011

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 the local authority (looked-after children).
- 2 Baptised Catholic children (see Note 2 below) living within the Parish of St George and St Teresa or the catchment area of Blessed Robert Grissold Church 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 George and St Teresa or catchment area of Blessed Robert Grissold Church.
- 4 Baptised Catholic children living outside the Parish of St George and St Teresa and Blessed Robert Grissold Church catchment area, who would have a brother or sister at the school at the same time.
- 5 Baptised Catholic children living outside the Parish of St George and St Teresa and the catchment area of Blessed Robert Grissold Church.
- 6 Non-Catholic children who are in the care of the 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.

Please note that the Church of Blessed Robert Grissold in Balsall Common is in the Parish of St Francis of Assisi, Baddesley Clinton. The Blessed Robert Grissold catchment area is the boundary of St George and St Teresa Parish as of 2004.

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).

St George and St Teresa Catholic Primary School

Admission to School – Beyond Nursery

The first year of your child's school is called Reception. You will need to apply for your child's school place in the October prior to your child starting school.

Admission to our Reception Class for September 2011 is for children born between 1st September 2006 and 31st August 2007.

Children who are in the Key Stage One will move to Key Stage Two in the September following their seventh birthday.

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

The reception form may be obtained via the school admissions office at Solihull Council House. The office may be contacted by telephoning 0121 704 6693. The reception application form allows you to make three equal preferences. These can include any school in Solihull. You will be asked to rank schools in order of preference, putting your favourite school first. All applications must be received by the published closing date.

The Admission Policy of the Governors of St George and St Teresa School is as follows:
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 30.

1. Baptised Catholic children who are in the care of the 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 George and St Teresa or the catchment area of Blessed Robert Grissold Church who would have a brother or sister (see Note 3 below) at the school at the time of admission.
3. Baptised Catholic children living within the Parish of St George and St Teresa or catchment area of Blessed Robert Grissold Church.
4. Other Baptised Catholic children 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 the 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 admission.
8. Non-Catholic children.

Please note that the Church of Blessed Robert Grissold in Balsall Common is in the Parish of St Francis of Assisi, Baddesley Clinton. The Blessed Robert Grissold catchment area is the boundary of St George and St Teresa Parish as of 2004.

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). Where the final place in a year group is offered to one of twins or triplets etc, the parent has to decide which child will take up the place. In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place e.g. children who live at the same address or have the same distance measurement). If there is no other way of separating the applications according to the admission criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will advise the school if there is a tie for the final place and the governors can draw lots to decide which child is allocated the place.

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;*
- *Step-brother or step-sister, where two children are related by a parent's marriage;*
- *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.

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 Head Teacher.

In Solihull children start Primary School from September following their fourth birthday. The first year of school is called the Reception year. You will need to apply for your child's first place as laid down by the dates to be published by the LA before commencement in September. Details of School application forms may be obtained from the school office. All school application forms must be completed and returned by the elected date and will be treated equally. Returning your application form after this date may affect the offer of a school place. Offer and refusal letters will be sent to parents on the published dates as the LA timetable.

Application for classes with the exception of Reception Class may be made when a place is required.

The school has a separate admission policy for Nursery children. Admission to our Nursery Class does not guarantee a child a place in our mainstream classes Reception, Year 1, 2, 3, 4, 5 and 6 of St George and St Teresa School, as there is a separate admission criteria for this. All parents will still have to re-apply for places in the Reception Class of their preferred school. To avoid misunderstanding later, it is requested that all parents offered a place in our Nursery, sign a statement acknowledging that they recognize that it may not be possible for their child to be offered a place in our Reception, Year 1, 2, 3, 4, 5 and 6.

CONSIDERING AN APPLICATION

Parents who are considering sending their child/children to the school are invited to make an appointment through the School Office to see the Head Teacher.

Once you have decided you would like to send your child/children to this school, you would complete a school admission form. When the school has received this it will be acknowledged. If you do not receive an acknowledgement within 10 working days, please contact the school.

Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the Local Authority in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.

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. The Nursery has a separate admission policy and four year olds entering the Nursery do not have rights of appeal. It is only mainstream school aged pupils.

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 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

If my application is refused will it be placed on a waiting list?

When the school receives more applications for classes than there are places available, these places will be allocated using the over subscription criteria. Any applications that cannot be offered will be invited to be placed on a waiting list. This list will be extended as new applications are made. The waiting list will be re-considered as places become available. If the school is unable to make contact via Royal Mail Special Delivery to the address given then the name will be removed from the waiting list. The waiting list will be kept in admission criteria order.

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.)

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.