

ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL, NORMANTON

ADMISSION POLICY

St John the Baptist Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run 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 Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and The School's Governing Body allocates the available places in accordance with its published admission policy. In the event that there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to the school, parents or carers are declaring their support for the aims and ethos of the school. The Local Authority will inform parents of the offer of a place on 2nd April 2010.

Children are admitted to the Late Foundation Class during the year in which their fifth birthday falls. Places are offered on a full-time basis (see below):

<u>Date of Fifth Birthday</u>	<u>Term of Full-time Admission</u>
1 st September to 31 st March	Autumn (September)
1 st April to 31 st August	Spring (January)

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to Late Foundation in the school year which begins in September, 2010.

Over-subscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Looked after children from Catholic families.
2. Baptised Catholic children who live in the defined area.
3. Other baptised Catholic children.
4. Other looked after children.
5. Children of other Christian denominations, or of other Faiths, whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing by a minister of religion or an appropriate religious leader.
6. Other children.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied.

The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category (see notes).

Tie Break

Where the offer of places to all applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'Straight line distance' will be used as the measure (see notes).

Application Procedures and Timetable

Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

A standard application form, known as the **Common Preference Form** must be completed and returned to the Local Authority (Schools Admissions Team, Room 62, County Hall, Wakefield WF1 2QL) by **16 November, 2009**. The **Supplementary Information Form** attached to this policy should be submitted by **16 November 2009** to the Headteacher of the school. For parents and carers outside of the Wakefield Authority, the CPF must be returned to the appropriate Authority. Parents or carers will be advised of the outcome of their applications on **2 April, 2010**. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Clerk to the Appeals Panel
Wakefield MDC
Room 46
Town Hall
Wakefield
WF1 2HQ
Telephone 01924 305064

Waiting Lists

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list after six months.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Notes (these notes form part of the over-subscription criteria)

Catholic means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

Catechumen are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

Looked After Child has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

Defined area is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

Siblings (Brothers and Sisters) includes children with brothers and sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

Twins or Triplets – where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

Straight Line Distance - In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured in straight line distance, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's grounds. Measurement will be made using the LA's in-house admission system and mapping software.

Admission Supplementary Information Form

***St John the Baptist Catholic Primary School
Beckbridge Lane, Normanton WF6 2HZ (Telephone 01924 302580)***

FULL NAME OF CHILD (including Surname)	
GENDER	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
DATE OF BIRTH	
ADDRESS (where child permanently resides)	
PRESENT SCHOOL OR NURSERY	
CONTACT TELEPHONE NO(s)	
RELIGION OF CHILD	

NAMES OF PARENTS / GUARDIANS

FULL NAME	RELATIONSHIP TO CHILD
<u>If you have other children please state their names and schools attended.</u>	
Name	School Yr Group
Name	School Yr Group
Name	School Yr Group

Catholic Children

Date of Baptism _____ Place of
Baptism_____

(Please attach proof of Baptism)

Parish in which you live _____

Address of your Church _____

Name of your Priest _____

Signature of your Priest _____ (to whom reference may be
made)

Non-Catholic Children

Are you a member of a religious community? Yes No

Place of worship
(including address)

Name of your
Religious minister _____

Signature of your
Religious minister _____ (to whom reference may be
made)

**Please add any further comments or supporting documentation which you feel
might be helpful to the Governors when they consider your application for a
place at St John the Baptist Catholic Primary School (attach extra sheets if
necessary).**

Signature of Parent completing the application _____

Date form completed_____