



**ADMISSION POLICY
2012/2013**

ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL, NORMANTON

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 over subscription 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 11th April 2012.

Children are admitted to the Late Foundation Class during the year in which their fifth birthday falls, full-time from the autumn term (September). Parents who accept a school place can, if they so wish, defer entry to school until the term after the child's fifth birthday, but not beyond the academic year for which the original application was accepted.

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 2012.

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 over subscription, the available places will be offered to those living nearest to the

school. 'Straight line distance' will be used as the measure (see notes). In the case of over subscription, proof of residency may be requested.

Application Procedures and Timetable

Applications should be submitted by **15th January 2012** to the Headteacher of the school on a **Supplementary Information Form**. Failure to submit a supplementary information form by this date will mean the applicant is placed in the last criteria. A standard application form, known as the **Common Preference Form** will be sent out automatically by the Local Authority in the October prior to the academic year in which the child is due to start school. This must also be completed and returned to the Local Authority (Schools Admissions Team, Room 62, County Hall, Wakefield WF1 2QL) by **15th January 2012**. 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 **11 April 2012**. 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 will be placed on a waiting list. This waiting list will follow the order of the over subscription criteria set out above and not the order in which applications are received or added to the list. Names will be removed from the list at the end of the academic year.

In-Year applications

From September 2010 it is a requirement of the National School Admissions Code (February 2009) that all applications for places in schools are addressed to the local authority. The local authority will forward the application for consideration by the school's governing body. Once the application has been considered by the governing body the school will inform the local authority of the governors' decision and then the local authority will write to the applicant with the result of their application.

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. Parish boundaries are as shown on a map available for inspection in school.

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.

Live - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

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)	
CONTACT TELEPHONE NO(s)	
RELIGION OF CHILD	

NAMES OF PARENTS / GUARDIANS

FULL NAME	RELATIONSHIP TO CHILD
<u>If your child has an elder brother or sister who attends St John the Baptist Catholic Primary School, please give details of their name/s below.</u>	

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)

Signature of Parent completing the application _____

Date form completed _____