

St Austin's Catholic Primary School, Duke of York Street, Wakefield WF1 3PF

Admissions Policy and Procedures 2010-11

St Austin's 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.

If the number of preferences received is less than the admission number then all preferences will be met. However, when 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 this school parents, or carers, are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to the school and intends to admit 45 pupils to Reception in the school year which begins in September 2010.

Reception Class admission.

For all children who are due to start school in our Reception class in the school year 2009-10, the admission process will be as follows:

Date of fifth Birthday

1st September to 31st March

Admission

Full time from the Autumn Term (September).

1st April to 31st August

Part time for the Autumn Term then full time from the Spring Term (January) onwards.

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, School Admissions, Room 62, County Hall, Wakefield, WF1 2QL by 16th November 2009. The Supplementary Information Form attached to this policy should be submitted by 16th November 2009 to St Austin's Catholic Primary School Office, Duke of York Street, Wakefield WF1 3PF. Parents or carers will be advised of the outcome of their applications by 2nd April 2010. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed below and advised of their right of appeal to an independent appeal panel.

Children who are transferring to our school during the school year – all classes

A St Austin's Application Form must be completed for any applications for admission during the course of the school year. Applications will normally be considered at the next Governors meeting following the receipt of the application. These application forms can be obtained from the school secretary on Wakefield 303710 and on completion should be returned to the school office.

All Admissions

Prior to September 2005 the Standard Admission Number was 60. In September 2005 the Governors set the Standard Admission Number at 45. The progressive change will be as follows:

From September 2005	Reception	45	Year 1 to Year 6	60
From September 2006	Reception to Year 1	45	Year 2 to Year 6	60
From September 2007	Reception to Year 2	45	Year 3 to Year 6	60
From September 2008	Reception to Year 3	45	Year 4 to Year 6	60
From September 2009	Reception to Year 4	45	Year 5 to Year 6	60
From September 2010	Reception to Year 5	45	Year 6	60
From September 2011	All Year Groups	45		

Oversubscription 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 parishes of St Austin's and Sts Peter & Paul.
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 terms 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 the 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. 'As the crow flies distance' will be used as the measure (see notes).

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.

Catechumens 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).

Siblings (Brothers and Sister) includes children with brothers and sister (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.

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

Distance will be measured from the main entrance of the school to the home **'as the crow flies'**.

In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, 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 LAs in-house admission system and mapping software.

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

December 2008

Wakefield M.D.C.

St Austin's Catholic Primary School



Duke of York Street, Wakefield WF1 3PF
Tel: 01924 303710 Fax: 01924 303711
E mail:headteacher@st-austins.wakefield.sch.uk



Diocese of Leeds

Headteacher: Mr D Willis B.A. Cert Ed.

Admission Supplementary Information Form

Details of child

Surname..... Christian / First Names.....

Date of Birth..... Male Female

Religion of child.....

Address (where child normally resides).....

.....

.....

.....

Contact telephone number.....

Name of parents / guardians (please state relationship to child)

.....

.....

If you have other children in this school please state their names and Year Group

Name..... Year Group.....

Name..... Year Group.....

Name..... Year Group.....

P.T.O.

Catholic Applicants

Date of Baptism.....Church name and town of baptism.....

Please attach proof of baptism. A Baptism Certificate is the usual evidence and can be obtained from the parish where the baptism was conducted/registered.

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 Applicants

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 / guardian.....

Date.....

NB

Your application can only be processed on the basis of the information given on this form. Please ensure that all the relevant details are completed.

The Wakefield Common Preference Form (CPF) must be completed and returned to the Local Authority by the date published in their admission arrangements.

This Supplementary Information Form (SIF) should be returned to the school.