

ST IGNATIUS' CATHOLIC PRIMARY SCHOOL

St Ignatius School strives to create the opportunity and provide an environment in which each member of its community may identify, develop and fully realise individual, personal potential, through the continued recognition, experience, understanding and celebration of the values of God's Kingdom.



*Ad Majorem Dei Gloriam
"To the Greater Glory of God"
(St Ignatius)*

ADMISSION POLICY (For admission to Reception in September 2011)

St Ignatius' Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. In expressing a preference for St Ignatius' School parents/guardians are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 20 pupils to Reception in the school year which begins in September 2011.

The school currently admits children with a birthday between September 1st and March 31st full time from September. Children with a birthday between April 1st and August 31st are admitted part-time in September and full time from January.

Over-subscription Criteria

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

1. Looked after children from Catholic families.
2. Baptised Catholic children who are resident in the defined area of St Ignatius.
3. Other Baptised Catholic children.
4. Other looked after children.
5. Children of other Christian denominations or of other faiths, whose application is supported in writing by a minister of religion or an appropriate religious leader.
6. Other children whose parents or carers wish them to attend St Ignatius' School.

The attendance of a sibling at the school at the time of admission will increase the priority of an application within each category.

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

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. The measure used will be “as the crow flies.”

Application Procedures and Timetable

Applications should be submitted by **15th January 2011** to the school on the **Supplementary Information Form** attached to this policy. A standard application form, known as the **Common Preference Form** must also be completed and returned to Wakefield LA by **15th January 2011**. Parents will be advised of the outcome of their applications by **11th April 2011**. 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

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

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above. Names will remain on the list until the end of the academic year.

Individual admissions – all classes

A Common Preference Form must be completed for any applications for admission during the course of the school year and returned to the Local Authority, School Admissions, Room 62, County Hall, Wakefield, WF1 2QL. A Supplementary Information Form should also be completed and returned to the school. Applications will normally be considered by the Governors following receipt of the application.

The governors will only admit children

- when the year group for which the application is made is not full – i.e. has less than 20 pupils and
- when the statutory KS1 class size limit of 30 is not breached by admitting an additional child. Under our arrangement of two mixed-age KS1 classes, total numbers in KS1 cannot exceed 60 children.

At any time where there are more applications for places than the number of places available, places will be offered according to the over-subscription criteria set out above.

Please note where a relocation into the area is involved, and no local address can yet be given, the governors may require additional evidence of firm plans before a place will be offered. This is especially significant where the planned relocation is not imminent.

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 integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. The school will admit children with statements of Special Educational Needs in which St Ignatius Catholic Primary School is named on the statement.

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 expressed 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).

'Sibling' includes brothers, sisters, step-brothers, step-sisters and other children who are in the permanent care of the adult/s residing at the same address.

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

Multiple births When a family with a multiple birth, such as twins or triplets, request admission and there are insufficient school places available, it will be left to the family to decide whether or not they wish to take up the available place(s) for their child/ren, and appeal for the subsequent child/ren in the same year group, or to decline the place(s).

Resident in all categories, 'reside/resident' refers to the child's permanent home address. A child is normally regarded as resident with a parent or guardian. That parent or guardian's address will be used for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at the school. For admission 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, the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week will be used as the main place of residence.

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 LA's in-house admission system and mapping software.

Admission Supplementary Information Form

St Ignatius Catholic Primary School
 Storrs Hill Rd
 Ossett
 West Yorkshire
 WF5 0DQ
 01924 302895



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

Date you would like your child to start at St. Ignatius School:	
If you will have other children at St. Ignatius School at the time of this admission please state their name(s) and year group(s). (Please see definition of 'siblings' in the notes to the school's admission policy.)	
Name	Yr Group
Name	Yr Group
Name	Yr Group

Please complete the relevant section

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 _____

Non-Catholic Children

Are you a member of a religious community? Yes No

If 'Yes', please provide the following information:-

Place of worship
(including address)

Name of your
Religious minister _____

Signature of your
Religious minister _____

Are you including a letter of support from your minister of religion/appropriate
religious leader?

Yes No

Signature of Parent completing the application _____

Date form completed _____