

English Martyrs Catholic Primary School, Dewsbury Rd Wakefield.

Admission Policy-September 2011-12

English Martyrs 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.

Whenever 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 30 pupils to reception in the school year which begins in September 2011.

Oversubscription criteria

When 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 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' 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 (School Admissions Team, Room 62, County Hall, Wakefield WF1 2QL) by 15th January 2011. The Supplementary Information form attached to this policy should be submitted by 7th February 2011 to the school (Mr Bernard Martin, English Martyrs Catholic Primary School, Dewsbury Rd, Wakefield WF2 9DD) Parents or carers will be advised of the outcome of their applications on 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.

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. Waiting lists will operate for the whole of the academic year of entry and include any in year applications.

Point of Entry

Pupils will start school in the in-take year (ie full-time Reception Year) based on the following dates:

Born between 1st September and 31st March – start school in the first week the school is open following the 1st September 2011.

Born between 1st April and 31st August – start school in the first week the school is open following the 1st January 2012.

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*. The school will admit children with statements of Special Educational Needs in which English Martyrs 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 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. (Formerly the parish of English Martyrs Wakefield) Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

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.

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

Admission Supplementary Information Form

English Martyrs Catholic Primary School
Dewsbury Road Wakefield WF2 9DD 01924382135

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 you have other children in this school please state their names and year group.</u>	
Name	Yr Group
Name	Yr Group
Name	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)

Signature of Parent completing the application

Date form completed _____