

OUR LADY AND ST ANNE'S RC PRIMARY SCHOOL ADMISSION POLICY RECEPTION CLASS 2016/17

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. Parents are asked to note that **admission to a Nursery unit is no guarantee of entry into the main school.**

The Published Admission Number (PAN) for reception class September 2016 and every other year group in September 2016 is 30. Applications will be considered on an Equal Preference basis.

How and When to apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned by the closing date set by Newcastle City Council.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The Admissions Authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the Admissions Authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the

circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2016).

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. Mary's Cathedral Parish.
3. Catholic Children whose home address is outside St. Mary's Cathedral Parish.
4. Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order (see definitions).
5. Children who will have an older sibling attending the school in September 2016.
6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
7. Children, who are baptised or dedicated members of other Christian Churches.

8. Children of other faith traditions.

9. Other children.

If applicants are seeking admission under criteria 7 or 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 1, 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Other Christian Churches

If applicants are seeking admission under criterion 7, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

5. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of Our Lady and St Anne's RC Primary School.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest

distance. Distance will be measured in a straight line from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing coordinates.

Right of Appeal

Parents or carers who are not offered a place at the school have a statutory right of appeal to an independent appeals panel. Further details of the appeals process are available by contacting the Local Authority on 0191 277 7427. Information is also available on the Newcastle City Council website.

Parish Boundaries

Please contact the school for further information on parish boundaries.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). National offer day for reception places is 16 April 2016. Parents who applied on time will be notified of offers by email on the day, or by letter posted second class on the day, depending on how they applied for their place. Parents who applied late will be notified of offers on 5 June 2016.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at www.newcastle.gov.uk or by telephoning 0191 278 7878.