

**Admission Policy for Catholic Primary Voluntary Academies in the  
St Gilbert of Sempringham Catholic Academy Trust**

<b>School</b>	<b>Published Admission Number</b>	<b>Parish(es) Served</b>	<b>Located within Local Authority</b>
<b>English Martyrs Catholic Voluntary Academy</b> Willow Crescent OAKHAM Rutland LE15 6EH	20	St Joseph Oakham with St Thomas of Canterbury, Exton	Rutland
<b>Our Lady of Good Counsel Catholic Primary School, a Voluntary Academy</b> The Drove SLEAFORD Lincolnshire NG34 7AT	25	Our Lady of Good Counsel, Sleaford	Lincolnshire
<b>Our Lady of Lincoln Catholic Primary School, a Voluntary Academy</b> Laughton Way Ermine Estate LINCOLN LN2 2HE	30	Our Lady of Lincoln, Lincoln,  the centre and north of Lincoln including the northern area of St Hugh of Lincoln, Lincoln with St Francis, Bardney	Lincolnshire
<b>St Augustine's Catholic Voluntary Academy</b> Kesteven Road STAMFORD Lincolnshire PE9 1SR	30	St Mary and St Augustine, Stamford  St Gilbert, Bourne with Our Lady of Lincoln and St Guthlac, Deeping St James	Lincolnshire
<b>St. Hugh's Catholic Primary, a Voluntary Academy</b> Woodfield Avenue Doddington Park LINCOLN LN6 0SH	35	St Hugh of Lincoln, Lincoln with St Francis, Bardney  St Peter and Paul, Lincoln	Lincolnshire

This policy will apply for admission into Reception Class for the academic year 2018-19.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. We ask all parents applying for a place to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of these schools to apply for and be considered for places.

Our schools are principally provided to serve the Catholic communities of Lincolnshire & Rutland. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The St Gilbert of Sempringham Catholic Academy Trust is the admission authority and is responsible for determining the admissions policy. All decisions relating to admission applications will be taken by the Governing Body of the Academy applied for. The admissions process is coordinated by Local Authority within which the academy is situated on behalf of the St Gilbert of Sempringham Catholic Academy Trust.

**Parents/Carers residing in Lincolnshire** should consult the Local Authority website [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) which gives full details of the admissions process, including information on the admissions cycle.

**Parents/Carers residing in Rutland** should consult the Local Authority website, [www.rutland.gov.uk](http://www.rutland.gov.uk) which gives full details of the admissions process, including information on the admissions cycle.

### **Application Procedure and Timetable**

Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the national closing date of 15<sup>th</sup> January.

In addition **all applicants wishing to apply for a place under a faith criterion** (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from any of the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been made also by the national closing date of 15<sup>th</sup> January.

**If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.**

### **Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children**

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age (a child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August). A place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends school part-time until the child reaches compulsory school age.

Parents of summer born children, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that **if** the request is approved (*see below on decisions on applications for 'admission outside of normal age group'*) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's 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.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

### **Late Applications**

Late applications will be administered in accordance with the Local Authority Primary Coordinated Admissions Scheme within which the academy is located. You are encouraged to ensure that your application is received on time.

### **Applications during the school year (In-Year Applications)**

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of issuing of the offer letter issue or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of the decision letter.

### **Waiting Lists**

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's Waiting List. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please contact the school to request further details.

Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List. This means that your child's position on the Waiting List may change during the year.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

### **Appeals**

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the governors by the Catholic

Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

### **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

### **Children of UK Service Personnel**

Whilst the school is unable, according to the School Admission Code, to reserve places for blocks of service children or to refuse a place to such a child because the family do not currently live in the area, it will accept applications from parents moving into the area in advance and places will be allocated in advance provided that the application is accompanied by an official letter that declares the relocation date and a Unit postal address or quartering area address.

All applications including late applications in the normal round and in-year applications will be considered and allocated against the published oversubscription criteria.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

### **Applications for twins / multiple birth children**

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

### **Attendance at Nursery**

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school. Attendance at the school's nursery does not guarantee that a place will be offered at the school and for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

### **Fraudulent Information**

The Governing Body reserves the right to withdraw the offer of a place or, if a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained on the basis of fraudulent or intentionally misleading information.

### **Oversubscription Criteria**

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (*See Notes 2 and 3*).
2. Catholic (*see Note 3*) children living in the parish(es) served by the school
3. Catholic (*see Note 3*) children living outside the parish(es) served by the school

4. Other looked after or previously looked after children (*see Note 2*).
5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 8)
8. Any other children not within categories 1-7.

**First priority** within the Oversubscription Criteria will be given to applications from children who will have siblings (see note 9) attending the school at the proposed time of admission.

### **Distance Measurement**

Within each criterion applications will be ranked on distance with priority (after sibling priority) given to children who live nearest to the school.

#### **- For Academies located in Lincolnshire**

Measurement will be using the straight line distance from home to school calculated by the Lincolnshire School Admissions Team. The measurement is made from the Post Office Address Point of the home to the Post Office Address Point of the academy using electronic measuring systems.

#### **- For English Martyrs Catholic Voluntary Academy**

Measurement will be the shortest walking route from the front door of the child's home address to the main entrance of the academy, with those living closer to the academy receiving the higher priority.

### **Tie Breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the Academy.

### **Notes (these form part of the oversubscription criteria)**

**1.** An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**2.** 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 s.22(1) of the Children Act 1989) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Candidate' means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. 'Children of other Christian denominations' means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. 'Children of other faiths' means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

9. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

12. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.