

# *St Luke Academies Trust*



## Admissions Policy Our Lady of Walsingham Catholic Primary



**Presented to Directors: November 2017**

**Adopted by Directors: December 2017**

**Review date: September 2018**

## Our Lady of Walsingham Catholic Primary

### Admissions Policy

Our Lady of Walsingham is a Catholic Primary School within St Luke Academies Trust, situated in the Diocese of Northampton.

The following schools are part of the Trust:

Our Lady of Walsingham Catholic Primary, Corby

St Brendan's Catholic Primary, Corby

St Edward's Catholic Primary, Kettering.

St Thomas More Catholic Primary, Kettering.



Our Lady of Walsingham Catholic Primary School is a learning community based on Gospel values. We aim to develop our pupils by encouraging their growth as spiritual and moral individuals who have the confidence to make the best choices. We encourage them to aspire to achieve and to realise their full potential. We nurture our children as they grow into responsible members of our community and to develop a lifelong love of learning.

Hand in hand with God, we love, live and learn.

The ethos of the school is that it is a community where faith is nurtured, excellence in learning is achieved and pupils are inspired to serve others, following the example of Jesus. We ask that all parents applying for a place respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for and be considered for a place.

The local governing body of the school is responsible for administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, the advice of the Diocesan Trustee, and its duty to the school and the Catholic community.

The governing body has set its planned admissions number for the school year at 60.

In accordance with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan naming the school will be admitted according to the regulations and the policy of the Local Authority.

Governors will allocate places to children without any reference to ability, aptitude or ethnic background.

### Allocation of Places

1. All applications for a place in the school must be made through Northamptonshire County Council (NCC). Applications can be made on-line at: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) or by contacting the School Admission Team on 01604 236599
2. **Applicants wishing to be considered under the school's faith criteria must also complete a Supplementary Information Form and a Reference Form from their Parish Priest or Religious Leader and return them to the school.** These forms are available at the school. If applying under faith criteria, a copy of the child's baptismal certificate will be required. In the case of Christian and other faith applicants, where baptism has not taken place, a reference from a Minister of Religion will be required including details of religious practice and place of worship.
3. Parents considering making an application are most welcome to make an appointment to visit the school.
4. Once all applications have been received by NCC, a list of children who have applied for a place in the school will be provided to the school.
5. All applicants will be considered at the same time, after the closing date for admissions.

### Admission Criteria

Places will be allocated according to the following order of priority:

- 1) Baptised Catholic looked after/previously looked after children.
- 2) Looked after/previously looked after children other than Baptised Catholic looked after children.
- 3) Baptised practising Catholic siblings of children whose siblings will be in attendance at the school at the date of admission of the younger child, as verified by the baptismal certificate and Priest's reference form.

- 4) Baptised practising Catholic children, as verified by the baptismal certificate and Priest's reference form.
- 5) Baptised non-practising Catholic siblings of children whose siblings will be in attendance at the school at the date of admission of the younger child, as verified by the baptismal certificate.
- 6) Baptised non-practising Catholic children, as verified by the baptismal certificate.
- 7) Siblings of other children whose siblings will be in attendance at the date of admission.
- 8) Children of other Christian denominations, as supported by a reference from their Minister of religion.
- 9) Children of other Faiths, as supported by a reference from their Minister of religion.
- 10) All other children.

*In the event that any category is over-subscribed priority will be given to applicants in order of geographical proximity to the school (priority being given to the children who live closer to the school). The Governing Body will use Northamptonshire County Council's GIS computer system to determine the distance between the applicants address and the main school entrance. Distance measurements are carried out using a straight line basis.*

#### Waiting List

Our Lady's operates a waiting list where there are more applicants than places available. Applicants will be placed on the waiting list in strict order according to the Admission Criteria. If a place becomes available at the school, places will be allocated according to this criteria.

#### Late Applications

Any applications received after the closing date will only be considered after all those received on time have been processed. If all places have been filled, parents will be offered the opportunity of placing their child's name on the

waiting list and their names will be added in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### In-Year Admissions

The school operates a waiting list for all academic years. Parents can request that a child be placed on this waiting list. Places on this list will be allocated according to the admission criteria. The school will then inform the Local Authority when a place becomes available. The waiting list for each year group will be updated each academic year.

### Infant Class Size

The Department for Education Admissions Code (December 2014) states that Key Stage One classes must not contain more than 30 pupils with a single teacher. Additional children may only be admitted under limited exceptional circumstances. These children will remain an 'excepted child' for the time they are in Key Stage One or until the class size returns to the current class size limit.

- a) Children admitted outside the normal admissions round with a statement of SEN or Education, Health and Care Plans specifying the school.
- b) Looked after/previously looked after children outside the normal admission round.
- c) Children admitted after a procedural error in the original application process.
- d) Children moving into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- e) Children of UK service personnel admitted outside the normal admissions round.
- f) Children whose twin/sibling from a multiple is admitted otherwise than as an excepted pupil.
- g) Children with special educational needs normally taught in a SEN unit attached to school or registered at a special school who attend some infant classes within the mainstream school.

### Reception Year Deferred Entry

The school provides for the admission of children in the September following their fourth birthday. Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. The application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application.

Parents of a 'summer-born child' (i.e. a child born between 1 April and 31 August) may request that their child is admitted out of their normal age group (e.g. Reception rather than Year 1). In this case the decision will be made

on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into consideration, for example, the parents' views, any relevant information that parents provide, such as medical and Educational Psychologists reports, and the Headteacher's views. To request admission to reception year outside of the normal age group, you should contact the Headteacher as early as possible during the application period for that child's date of birth. This will allow the school and admissions authority enough time to make a decision before the closing date.

When informing parents of the decision on the year group their child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In-Year process during the last month of reception year. However, if the class moving to Year One is full, they may not gain a place.

### Transport Policy

Our Lady's does not operate a transport system and all requests for school transport must be made independently of the school through Northamptonshire County Council.

### Admission Appeals

Parents have the right to appeal if the school is unable to offer a place to their child. An independent panel will consider any appeal against non-admission. A copy of the appeal procedure can be obtained in school.

Please contact in writing:

Mr. Eamonn McAuley (Chair of Governors)  
Our Lady of Walsingham Catholic Primary School  
Occupation Road  
Corby  
Northants NN17 1EE

### Definition of Terms

Catholic:

This refers to children baptised in accordance with the rites of the Catholic Church.

Practising:

This means weekly attendance at Sunday Mass.

Priest's Reference Form:

The form which parents fill in and give to the Priest for verification. The form is used to support applications for a place at the school.

'Looked After' Children:

Children who are in the care of a local authority or provided with accommodation by a local authority.

Sibling:

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, children in foster care, and in every case, the child should be living in the same family unit at the same address.

Applicant's address:

The applicants address is defined as the address registered with the child's General Practitioner.

Christian:

Christian is defined as a member of one of the churches in full membership\_with Churches Together in Britain and Ireland at the time when admission decisions are made. Proof of church membership must be provided by the appropriate church leader.

Parent(s):

The biological parent(s), or the person(s) with legal responsibility for the child for whom the application is being made.

**Appendix One**  
**Our Lady of Walsingham Catholic Primary School**  
**Supplementary Information Form for Children Seeking Admission to the**  
**School**

The data provided in this form will ensure that the school has accurate information



regarding your child when admissions are considered.

The school is required under Data Protection legislation to comply with essential good practice in respect of the information collected and to manage it securely.

Full Name of Child	
Address	
Postcode	
Date of Birth	
Names and Date of birth of Siblings	
Contact Telephone Number	

**Please tick one box from those below to indicate your child's faith or religion**

- Catholic
- Other Christian (please state) .....
- Other faith (please state) .....
- Not applicable

Present parish/place of worship (if applicable)	
Parish/Place of Baptism	
Date of baptism	

If your child is baptised, please provide baptismal certificate.

**PLEASE NOTE:**

**It is the parents' responsibility to have the attached reference completed and signed by their priest/minister/religious leader.**

Please return your completed forms to:  
The Headteacher  
Our Lady of Walsingham Catholic Primary School  
Occupation Road

Corby  
Northants  
NN17 1EE

**Appendix Two**  
**Our Lady of Walsingham Catholic Primary School**  
**Catholic Priest Reference Form**

**Appendix Three**  
**Our Lady of Walsingham Catholic Primary School**  
**Reference Form: Faiths other than Catholic:**

Having arranged completion of this form, please return it to the school. The form should be completed by a Religious Leader who knows the family/ child.

Name of Child: .....

Address of Child:.....

.....

- The family is known to me                      Yes                       No
- The child is known to me                      Yes                       No

I confirm this family/child are members of our faith community Yes       No

Signature of religious leader.....Title.....

Name (in capital letters):..... Date.....

Name and Address of Church / Centre of Worship

.....

.....

Telephone Number: .....

Seal: