



St Gilbert's R.C. Primary School

Policy: Admissions-2018-19

A This Policy applies to admissions to St Gilbert's Catholic Primary School ("the School") which is a Catholic Voluntary Aided School under the trusteeship of the Diocese of Salford and maintained by Salford Education Authority.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. 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.

- The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and 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 a place here.
- Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website.
If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied: (see below points 1-6)

B The School's Governing Body is the admissions authority and is responsible for taking all decisions on applications for admissions. An admissions committee will oversee the admissions to the school. The co-ordination of admission arrangements is undertaken by the local authority.

C. For the school year commencing September 2018, The Governing Body has set its admissions number at thirty.

D. Admission to the school will be made by the Governing Body in accordance with the parental preferences stated to the local Authority subject to the following criteria (once places have first been allocated to children with an EHCP naming the school) which will be used to form a priority order if there are more applications for admission than the school has places available. All preferences listed on the local authority preference form will be considered on an equal basis.

- (1) **Looked After Children*** and previously Looked After Children.
- (2) Baptised Catholic children who have a **sibling*** in the school at the time of admission. In the event that there are more children with sibling links than places available in the school, priority will be given to sibling links from the former parishes of St Matthew's Winton and St. Gilbert's Brookhouse.
- (3) Other Baptised Catholic children resident in the former parishes of St Matthew's Winton and St. Gilbert's Brookhouse.
- (4) Other Baptised Catholic children.
- (5) Other children who have a sibling in the school at the time of admission.
- (6) Other applicants

* **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 under section 22(i) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order (formerly a residence order) or special guardianship order.



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* **Sibling**

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

The admission of a non Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater. Non Catholic siblings, where Catholic children are unable to secure places, would not normally be accorded priority.

Oversubscription

It is possible that the school's admission number will be reached before all the children within a category have been allocated places. If that happens all of the children (but not children in higher categories whose places will be assured) will be allocated places as follows.

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. This is with the exception of Criterion 2 where priority will first be given to siblings in the former parish or St Matthew's Winton and St Gilberts Brookhouse, and then on the basis of distance from the school. Distance will be measured by the local authority computerised measuring system with those living nearer to the school having priority. Distance will be measured in a straight line from the address point of the home (as defined by LLPG and including flats) to the centre point of the school in miles. In the event of distances being the same for two or more applicants, and only one place left to be allocated, a random lottery will be carried out in a public place.

The random allocation process will be supervised by someone independent of the school. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

Waiting list

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. **Each time a child is added to the waiting list this will require the waiting list to be ranked again in line with the published Admissions Criteria. This means a child may move both up and down the waiting list. Priority will not be given to children based on the date their application was received or their name was added to the waiting list.**

The waiting list expires after 20 days after which time a reapplication will be required, except in the case of an application for a Reception admission for September 2018 when the waiting list will expire on the 31st December 2018.

Please note that children with an EHCP, looked after and previously looked after children, and in year fair access pupils take precedence over the waiting list.

E It is the duty of Governors to comply with regulations on class size limits at Key Stage One.



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NOTES

Parents are asked to read the Governors' published Admission Policy on the school website

All applications will be considered at the same time and after the closing date for admissions in January 2018. Applications received after this date will be **treated as late applications** and will not be considered until **after** the main allocation of places has taken place. The Local Authority will notify Parents of the Governors' decision in April on the date published by the Local Authority.

- (a) Each Catholic applicant will be required to produce their Baptismal Certificate or Certificate of Reception into the Catholic Church. Certificates will need to be presented to the school at the time of the application closing date.
- (b) Parents should check carefully whether they are within the former parish boundary of St Matthew's Winton, Eccles or St Gilbert's Brookhouse Eccles and should consult the parish priest or the school regarding this.
- (c) The parents'/carers' address is considered to be the child's parents'/carers' genuine principle place of residence at the time of the allocation of places, that is to say, where they are normally and regularly living. Any permanent change of address must be notified to the school and the local authority as soon as possible. The parents'/carers' will be required to produce at least two forms of appropriate evidence of principle place of residence. E.g. an original up to date utility bill, proof of where you are registered for council tax, your television licence or proof of your child tax credits.
- (d) The home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the governing body reserves the right to request other evidence as fit the individual circumstances. Applicants should not state the address of another relative or person who has daily care of the child.
- (e) The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link.
- (f) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governing Body.
- (g) **Admission arrangements to the Reception class are separate from those for the Nursery. Attendance at Nursery does not give a child any guarantee or priority when it comes to consideration by the Governing Body of applicants for admission to the Reception class.**
- (h) **Late applicants** – any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published Admissions Policy. Any applications received after the allocation of places will be considered as they are received, in accordance with the published Admissions Criteria. Parents will be expected to provide a reason/s for late application. If this is not exceptional the application will be dealt with after all others have been dealt with. In both cases applications will only be considered if places are available in the school.

If the school is oversubscribed, applications will be placed on a reserve list in priority order according to the published Admissions Criteria
- (i) For 'In Year' applications received outside the normal admission round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Parents can now make 'in year' applications directly to the Local Authority!



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For children who are unable to obtain a school place through the usual admissions processes, the in year fair access protocol may be applied. Please visit www.salford.gov.uk/in year for more information

- (j) The school provides for the admission of all children in the September following their fourth birthday. However, the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform the school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should contact the Headteacher of the school in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1st April and 31st August (summer born children) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group. Parents should discuss this with the Headteacher of the school first and then they and should make their application to the school admissions team giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the governing body for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

- (k) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.