

ST MICHAEL'S CATHOLIC PRIMARY ACADEMY and NURSERY

Part of the Bishop Cleary Catholic Multi Academy Company, a company limited by guarantee in England and Wales (company number 08578428) whose registered office address is Compton Park, Wolverhampton, WV3 9DU

Section A: Admissions to the Main Academy (for Nursery admissions see Section B, below).

The Admissions process is part of the Wolverhampton LA co-ordinated scheme.

The Admissions Policy of the Academy Committee is as follows:

The ethos of this Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by the directors of the Bishop Cleary Multi-Academy Company and by St Michael's Academy Committee as part of the Catholic Church in accordance with the Master Funding agreement and Scheme of Delegation and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the community of the academy. This does not affect the right of parents who are not of the faith of this Academy to apply for and be considered for a place here.

The Academy's Admission Number for the academic year 2015/16 is thirty.

If the number of applications exceeds the admission number, the Academy Committee will give priority to applications in accordance with the criteria listed, provided that the Committee is made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available on the Academy website:

<http://www.stmichaelscatholicprimarywolverhampton.co.uk/>; at the Academy and Parish (St Michael's Presbytery, 173 Coalway Road, Wolverhampton) or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim **must be submitted** with the Common Application Form.
2. Baptised Catholic children living within the Parish of St Michael who will have a brother or sister (see Note 3 below) in the academy at the time of admission, (*A map of the parish boundary is available at the Academy and Parish and on the Academy website as indicated above*).
3. Baptised Catholic children living within the Parish of St Michael.
4. Other Baptised Catholic children who will have a brother or sister in the Academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a Local Authority (Looked After Children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim **must be submitted** with the Common Application Form.
7. Non-Catholic children who will have a brother or sister in the Academy at the time of admission.

8. Non-Catholic children.

Over-subscription

If there is over-subscription within a category, the Academy Committee will give priority to children living closest to the Academy determined by shortest distance. The measurement between home and Academy will be determined by the straight line measurement from the home address to the Academy carried out by the LA's software. (see Note 4).

In a very small number of cases it may not be possible to decide between the applicants who are seeking a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and Academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria, for example if the distance between two or more homes and the Academy is exactly the same (eg homes are in the same block of flats), and if to admit both or all of the children would cause the legal limit to be exceeded, the Academy Committee will draw lots to randomly select the child to be offered the final place. As an exception, the Academy Committee will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

Additional Notes

Note 1

Children with a Statement of Special Educational Needs that names St Michael's Catholic Academy and Nursery must be admitted. This will reduce the number of places available to other applicants.

Note 2

For a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister
- Adopted or fostered children

attending the Academy at the time of application and who will still be attending at the time of admission. The child for whom the Academy place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split evenly between mother and father, parents must name which address is to be used for the purpose of allocating an Academy place.

ACADEMY ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the Academy, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Principal. Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Parents must apply on the LA form for a place in Reception Class.

Attendance at the nursery does not automatically guarantee that a place will be offered in main Academy.

APPEALS

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the Academy may apply in writing to Chair of the Academy Committee. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have a right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the LA co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2015 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Academy Committee in admission criteria order. This means that the child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school or academy in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (In-Year applications)

An application should be made to the local authority, who will need to consult with the Academy Committee..

There is no charge or cost related to the admission of a child to this academy.

Section B: Admissions to the Nursery of St Michael's Catholic Primary Academy:

It is important to note that admissions to the main Academy are decided completely separately from admissions to the Nursery. Admission to the nursery does not guarantee admission to the reception class in the main Academy. Parents must apply on the LA Preference form (Common Application Form) for a place in Reception Class.

Children who have home addresses within Wolverhampton are eligible for admission to the Nursery. Current Local Authority policy and practice will be referred to in responding to applications for places for children living outside the Wolverhampton boundaries. The Academy Committee will also refer to information about the availability of funding when considering applications from outside the city boundary.

Up to 26 part time places are available in the Nursery each morning and each afternoon. If there are insufficient places for all the children seeking admission, places will normally be offered in accordance with the children's date of birth. Older children will be admitted before younger ones. Exceptionally, the Academy Committee may take special circumstances into account when they consider admissions to the Nursery.

Children join the Nursery as soon as practicable after their third birthday. Usual start time is September, in line with local authority practice. Pre-joining visits are offered in the summer term prior to admission.

Children's religion is not taken into account in determining admissions to the nursery.

Transfer from the nursery into the reception class is not automatic. Applications from children in the nursery are considered alongside those from other children. If applications for places in the reception class exceed the places available, places are allocated according to the admission criteria at Section A (above).

The Academy office will be able to give parents up-to-date information about the likely availability of spaces in any particular year.

Note: (applies to sections A and B) There is no charge or cost related to the admission of a child to this Academy.

In defining and revising this policy the Academy Committee takes full account of advice received from the Diocesan Education Service and the Local Authority.

Signed

Chair of the Academy Committee

Date of this policy review:

St. Michael's Catholic Primary Academy and Nursery

APPENDIX to Admission policy

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies/ Boards of Directors of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for academy places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors/Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

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