

## ST MICHAEL'S CATHOLIC PRIMARY SCHOOL

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

*The Admissions process is part of the Inter –LA co-ordination of Primary Admissions at the normal year of entry 2012/2013. Note that if a child lives outside the City of Wolverhampton, their application must be made via their own Local Authority, on the preference form circulated by that Local Authority. A Wolverhampton LA application pack will NOT be issued to any child living outside the city boundaries. All applications must be received by the closing date set by the LA and should be accompanied by a supporting evidence form.*

#### **School 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 school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Head Teacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

The Admissions Policy of the Governing Body of St Michael's Catholic Primary School is as follows:

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. We ask all parents applying for a place here 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 this school to apply for and be considered for a place here.

The School's Admission Number for entry to the Reception class in the school year beginning in September 2012 is thirty.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the school 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). This must be indicated on the common application form and evidence (eg 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 school at the time of admission, (A map of the parish boundary is available at the school and parish).
3. Baptised Catholic children living within the Parish of St Michael. A map of the parish boundary is available at the school and parish).
4. Other Baptised Catholic children who will have a brother or sister in the school 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). This must be indicated on the common application form and evidence

(eg 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 school at the time of admission.
8. Non-Catholic children.

### **Over-subscription**

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front door of the school, using computerised 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 where there are multiple births, or if the distance between the home and school is exactly the same. If there is no other way of separating the applications according to the admissions criteria, for example if the distance between two or more homes and the school 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 allocation will be decided by lot.

### **Additional Notes**

#### **Note 1**

**Children with a Statement of Special Educational Needs** that names St Michael's School 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 Baptism should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the school's supplementary application form (SIF). Failure to complete the SIF 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;
- Adopted or fostered children

Any other child for whom it can be demonstrated that s/he is residing permanently **at the same address** (e.g. under the terms of a residence order)

**The brother or sister connection only applies where the child concerned has a brother or sister attending the school at the time of the application as well as at the time of admission.**

#### **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 usual place of residence on weekdays and nights. **Please note that childminders' addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.**

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between the offer day notified by Wolverhampton Local authority for 2012 and the start of the academic year in September 2012 will be considered. The address must be the child's only or main residence and either:

- Owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement. Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Where parents living separately have shared responsibility for a child and the child lives with each for different parts of the week, then the **main residence will be determined as the address where the child lives for the majority of the school week**. Where the child lives equal amounts of time with both parents, the parents must inform the local authority which address should be used for admission purposes and which parent will make the application. Parents will be required to supply documentary evidence to support the address used for the application.

In the event the family moves between the application date and date of allocation it is the parent(s), carer(s) or guardian(s) responsibility to inform the school and the authority's admissions officer as soon as possible of these circumstances. Documentary evidence of the new address will be required. Acceptable evidence could comprise, for example, a solicitor's letter confirming the completion of a house purchase, or a rent book confirming tenancy.

### **Nursery**

Attendance at the nursery does not automatically guarantee that a place will be offered in main school. Parents must apply on the LA Preference form (Common Application Form) for a place in Reception Class.

### **Appeals**

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

### **Late Applications**

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

### **Repeat applications**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

### **Waiting lists**

Applicants will automatically be placed on this school's waiting list if St Michael's Catholic Primary is ranked higher on the applicant's common application form than the allocated school. Waiting lists for admission to the 2012/2013 Reception class will remain open until the end of the Autumn term (31 December 2012) and will then be discarded. After this, parents may apply to the school for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

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

'In-Year' applications to the school are managed in accordance with the 'Inter-LA co-ordinated Admissions Arrangements for in-year applications other than the normal year of entry'. An application should be made to the Admissions and Transfer section of Wolverhampton Local Authority who will need to consult with the governors.

If the child is refused a place because the relevant year group is full, parents will be informed of their right to appeal (see note above). In addition they may ask the school to place the child's name on a waiting list, which will be maintained by the governing body. Names may remain on the

waiting list for 12 months after the date of entry. After this, parents may request that a name be reinstated.

Note that for cohorts that entered reception in the academic year 2007/2008 and previous years, the higher admission limit of 45 applies.

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

**It is important to note that admissions to the main school are decided completely separately from admissions to the Nursery. Admission to the nursery does not guarantee admission to the reception class in the main school.**

Children who have home addresses within Wolverhampton are eligible for admission. Current Local Authority policy and practice will be referred to in responding to applications for places for children living outside the Wolverhampton boundaries. Governors 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, governors 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 Clerk to the Governing Body will be able to give parents up-to-date information about the likely availability of spaces in any particular year.

<p><b>Note:</b> (applies to sections A and B) There is no charge or cost related to the admission of a child to this school.</p>
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In defining and revising this policy the Governing Body takes full account of advice received from the Diocesan Schools Commission and the Local Authority.

Signed

*Chair of the Governing Body*

Date of this policy review by Governing Body: *12<sup>th</sup> October 2010*

**St. Michael's Catholic Primary School**

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 of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school 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 baptism 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 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 due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors 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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