



**Immaculate Heart of Mary Catholic Primary School, 292 Harrogate Road, Leeds LS17 6SX**

**Admission Policy for the Academic Year September 2015 – August 2016**

Immaculate Heart of Mary Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run 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.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to the school and intends to admit 60 pupils to reception in the school year which begins in September 2015.

**Oversubscription criteria**

***At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:***

1. (a) Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend Immaculate Heart of Mary Catholic Primary School.  
  
(b) Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order
  
2. (a) Baptised Catholic children with siblings who attend Immaculate Heart of Mary Catholic Primary School and who live in the defined area.  
  
(b) Baptised Catholic Children who live in the defined area.  
  
(c) Catechumens with siblings who attend Immaculate Heart of Mary Catholic Primary School and who live in the defined area.  
  
(d) Catechumens who live in the defined area.
  
3. (a) Other Baptised Catholic children with siblings who attend Immaculate Heart of Mary Catholic Primary School.  
  
(b) Other Baptised Catholic Children.  
  
(c) Other Catechumens with siblings who attend Immaculate Heart of Mary Catholic Primary School.  
  
(d) Other Catechumens.
  
4. (a) Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend Immaculate Heart of Mary Catholic Primary School.  
  
(b) Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order
  
5. (a) Other children with siblings who attend Immaculate Heart of Mary Catholic Primary School.  
  
(b) Other children.

### **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes).
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see notes).

### **Application Procedures and Timetable**

Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority Admissions Team, 10<sup>th</sup> Floor West, Merrion House, 110 Merrion Centre, Leeds LS2 8DT by 15<sup>th</sup> January 2015. The Supplementary Information Form attached to this policy should be submitted by 15<sup>th</sup> January 2015 to the school Chair of Governors. Parents or carers will be advised of the outcome of their applications on 16<sup>th</sup> April 2015. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Deferred entry to primary schools**

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age.

**Admissions outside the normal admission round** – applications should be made to the school and will be dealt with by the admission authority of the school i.e. the governing body. If there is more than one application for an available place the governors will make their decision using the oversubscription criteria listed in the appropriate policy for the year group. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and will be advised of their rights to appeal the governors' decision to an independent appeal panel.

### **Waiting Lists**

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list at the end of the academic year.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

