



English Martyrs Catholic Primary School A Voluntary Academy

'Walking with Jesus – God's love in action'

Admissions Policy 2017/18

Annual Review
Statutory Policy

Date: Autumn 2015

Date of next intended review: Autumn 2016

Equality & Diversity

We have considered the impact on equality and diversity on this policy and judge the impact to be neutral.

MISSION STATEMENT

English Martyrs Catholic Primary School, A Voluntary Academy- offers distinctive Catholic education within a caring Christian community where everyone feels loved and valued, confident and secure.

We believe that each person is precious and gifted, unique and loved by God. With Christ as our inspiration we work in partnership to create a challenging, effective and exciting learning environment where everyone is encouraged to embrace opportunity

Learning and Teaching

We provide an exciting, creative and effective learning environment, recognising and responding to individual learning styles. We aim to help each child experience success and to embrace every opportunity by providing the highest -standard of education and care.

Children take responsibility for and participate fully in their own learning.

Our curriculum will be both balanced and spiritually based and will fulfil all statutory requirements.

Catholic Life of the School

We recognise God in all aspects of our mission. Specifically we will help children to develop their personal relationship with God. We will deliver high quality learning and teaching in religious education rooted in Catholic values and beliefs. We encourage respect for and understanding of other faiths and beliefs. The school environment will speak of Jesus Christ at the heart of our community. Children will be given opportunities to participate in creative and varied worship appropriate to their age and understanding.

We are an integral part of the parish and will play an active part in its life.

Relationships

We will help each member of the school community to recognise that we are all precious in God's eyes. We will show love and respect for each other. We will give to each other the affirmation we all need and will try to respond to each other's needs.

Parents

We will work to achieve a creative partnership between parents and school which recognises our different responsibilities in the education of the children.

We will communicate effectively with all parents. We will establish a bond of trust, building a partnership which nurtures the children's learning, spiritual development and pastoral care.

Community Cohesion

We will be an integral part of the local community. We will increase the children's awareness of wider world issues. We will develop their sense of responsibility for and involvement in both of these.

We will ensure that our community life witnesses our Christian values and beliefs in all that we do and say.

Walking with Jesus – God's love in action

Disability

We are a Catholic school. Through all our endeavours we aim to recognise the presence and power of Jesus Christ at the very centre of our existence. As we seek to fulfil the educational needs of the children we strive to live and act according to His will in all that we do and say.

We will help each member of the school community to recognise that we are all precious in God's eyes. We will show love and respect for each other. We will give to each other the affirmation we all need and will try to respond to each other's needs.

We aim to help each child experience success and to reach their full potential by providing the highest possible standard of education.

At all times and in all areas of school life every reasonable measure will be taken to ensure that each member of this school community is enabled to participate as fully as possible, and achieve success and recognition appropriate to age, understanding and any disability.

English Martyrs Catholic Primary School, A Voluntary Academy, Wakefield, Admission Policy

English Martyrs Catholic Primary School, A Voluntary Academy, was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its Trust Board as part of the Catholic Church in accordance with its Trust Deed and Memorandum and Articles of Association 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 Trust Board has responsibility for admissions to the school and intends to admit 30 pupils to reception in the school year which begins in September 2017.

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. 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 a sibling who attends English Martyrs Catholic Primary School, A Voluntary Academy.
2. 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.
3. **Baptised Catholic children with siblings who attend** English Martyrs Catholic Primary School, A Voluntary Academy.
4. Baptised Catholic Children who live in the defined area.

5. Other Baptised Catholic Children.
6. 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 a sibling who attends English Martyrs Catholic Primary School, A Voluntary Academy.
7. 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.
- 8 Other children with a sibling who attends English Martyrs Catholic Primary School A Voluntary Academy
- 9 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

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority School Admissions Team, Wakefield One, PO Box 700, Burton St, Wakefield WF1 2EB by 16th January 2017. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 30th January 2017 to the school (Headteacher, English Martyrs Catholic Primary School, A Voluntary Academy Dewsbury Rd Wakefield WF2 9DD) Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their applications on 17th April 2017. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Late Applications

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

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.

Deferral for summer born children

If your child's fifth birthday is between April and August then they can start school the following September. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice).

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 Academy Council. If there is more than one application for an available place the relevant body 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 relevant body's 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, **therefore, this means that each time a child is added the list will be re-ranked.** Names are normally taken off the list at the end of the academic year.

Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan

Children with a Statement of Special Educational Needs or an Education, Health & Care Plan that names the school must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

The admission of pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan 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*.

Notes (these notes form part of the over-subscription criteria)

Catholic means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Looked After Child has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them e.g. children with foster parents.

Looked After Children from Catholic Families – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child

has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent carer.

Defined area is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

Siblings (Brothers and Sister) includes children with a brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

Twins or Triplets (or multiple births) - where a family of twins or triplets request admission and if one sibling has been offered the 30th or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

Live - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

Straight Line Distance - in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority.

Random Allocation – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

Admission Appeal - Name and address of Clerk to Appeal Panel

**The Clerk to the Appeals Panel
Wakefield MDC
Room 46
Town Hall
Wakefield
WF1 2HQ**

- Please see school website www.englishmartyrswakefield.org.uk

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO
A VOLUNTARY CATHOLIC ACADEMY**

The school to which you are applying is a voluntary Catholic academy. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The Academy Council has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. ***Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

Full name of child (including surname)	
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	
Religion of child	

Relationship to child

If, at the time of admission, you will have other children attending this school, please provide details below:

Full name(s)	Date(s) of birth

CATHOLIC CHILDREN

If you think that your application should be considered under category 1, 2, 3, 4 or 5 then you must supply the information below and attach the evidence requested.

Date of baptism (You must attach proof of baptism i.e. baptism certificate or a letter from your priest)		Place of baptism and address	
Name of your parish priest			

Please return your completed form to the school.

For school use only

Date SIF received

Verification of baptism *Year Group*

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