



ST. OSWALD'S RC PRIMARY SCHOOL

Admission Policy 2016/2017

This Admissions policy has been formally adopted by the Governing Body of St Oswald's RC Primary School. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The Published Admission Number (PAN) for each the reception class in September 2016 is 30.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. All forms must be returned by the closing date set by the Local Authority.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The Admissions Authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the Admissions Authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Oversubscription Criteria

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to children who will have a sibling attending the school in September 2016)

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic Children whose home address is within the parish boundaries of Sacred Heart Parish, North Gosforth and the northern part of St Charles' Parish, Gosforth i.e. north of the metro line, and the village of Woolsington, which is part of St Matthew's Parish, Ponteland.
3. Catholic Children whose home address is outside of Catholic Children whose home address is outside of the parish boundaries as in 2. above.
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
5. Other children of other Faith traditions who will have a sibling attending the school at time of admission.
6. Children, who are baptised or dedicated members of other Christian Churches.
7. Children of other Faith traditions.
8. Other children.

If applicants are seeking admission under criteria 5 & 6 above, must provide a letter of support to confirm their church membership from their minister or Faith leader.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Child Arrangements and Special Guardianship Orders

A **looked after child** is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is

made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured in a straight line from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing coordinates.

Parish Boundaries

Please contact the school for further information on parish boundaries.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until at least the end of the autumn term.

Notification

Formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the due date. National offer day for reception places is 16 April 2016. Parents who applied on time will be notified of offers by email on the day, or by letter

posted second class on the day, depending on how they applied for their place. Parents who applied late will be notified of offers on 5 June 2016.