

# St Brigid's Catholic Primary School

## Proposed Admission Policy and Arrangements for 2013-14

- 1 St Brigid's is a Catholic Primary School situated in the Archdiocese of Liverpool and is maintained by the Knowsley Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
  - the requirements of the law
  - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
  - its duty towards the school and the Catholic community it serves
  - the Catholic character of the school and its Mission Statement
  - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children living in the Parish of St Albert.
4. Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.
5. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 30 pupils for the school year commencing September 2013.
6. Applications for a place at the school must be made on the relevant home authority preference form and submitted by the national closing date of **15 January 2013**. Applicants are dealt with according to the Knowsley equal preference inter-authority co-ordinated admissions scheme and the Governor's admissions arrangements.

### Notes

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee which will consider all applications made in accordance with the criteria set out over. Pupils who are admitted to the school will enter the reception class in September 2013.

As required by the law the Governing Body will not admit more than 30 pupils to any one reception or infant class.

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## Over-subscription Criteria

**Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria**

1. Baptised Catholic children who are in the care of the Local Authority (children looked after).
2. Baptised Catholic children living in the designated Parish of St Albert's. *(See Note 1)*
3. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission. *(See Notes 1 & 2)*
4. Baptised Catholic children living in other Catholic parishes. *(See Note 1)*
5. Children who are in the care of the Local Authority (children looked after) who are other than Catholic.
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. *(See Note 2)*
7. Children from other Christian denominations. *(See Note 3)*
8. Children of other faiths. *(See Note 3)*
9. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line from the home address using the geographical information system employed by the Local Authority that carries out measurements using co-ordinate points. *(See Note 4)*

In rare cases where the distance tie-break does not assist, for example due to twins/triplets in the same house or where there are two or more children with an exact distance measurement, where to admit another pupil would have class size implications, random selection will be used to determine the allocation of places.

Places offered are subject to parents/carers providing proof of information stated on their application form and used during the allocation of places. The school may request, for example, evidence of baptism, date of birth and home address. Failure to provide satisfactory proof documents requested may result in the place being withdrawn.

**Note 1**

Where Knowsley resident applicants wish to provide information on religious affiliation for consideration in the allocation process, they should answer the relevant questions in section 4 of the Local Authority application form. Non-Knowsley resident applicants can provide this information by completing a Knowsley Catholic Schools supplementary information form. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion may be requested by the school if a place is allocated under these criteria. *Definition of a Baptised Catholic is attached at appendix 1 of this policy.*  
*Supplementary information form for use by non-Knowsley residents is attached at appendix 2 of this policy.*

**Note 2**

“Brother or sister” includes half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

**Note 3**

Where Knowsley resident applicants wish to be considered under criterion 7 or 8, they should answer the relevant questions in Section 4 of the Local Authority preference form. Non-Knowsley resident applicants can provide this information by completing a Knowsley Catholic Schools supplementary information form. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Faith Leader may be requested by the school if a place is allocated under these criteria.  
*Supplementary information form for use by non-Knowsley residents is attached at appendix 2 of this policy.*

**Note 4**

Home address is considered to be the address where the child normally lives during the school week. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used. Parents/carers should not state a childminder’s or other relatives address.

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## Admission Arrangements

1. All applications received by the published closing date will be considered by the Admissions Committee at the same time and after the closing date.
2. Late applications (received after the published closing date) will be considered in accordance with the Knowsley primary inter-authority co-ordinated admissions scheme.
3. Parents/carers will be informed of the decision of the Admissions Committee, by letter from their home local authority, as stated in the Knowsley Primary Education Admissions booklet. If their application has been successful the school may request that parents confirm acceptance.
4. If the application has not been successful, the refusal letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
5. A waiting list for children who have not been offered a place, ranked according to the Admission Criteria, will be kept. Should places become available they will be reallocated from the waiting list strictly in priority order. The waiting list will be operated as stated in the Knowsley Primary Education Admissions booklet.
6. Applications received after the notification date (after places are offered) will be considered in accordance with the Knowsley primary inter-authority co-ordinated admissions scheme; if a place is available it will be offered, if the school is full, the child's name will be added to the school's waiting list in admission criteria order.
7. Where an application is made for a reception place for a child who does not reach compulsory school age\* by 31<sup>st</sup> August 2013, it is possible to defer entry until later in the school year. The parent cannot, of course, defer entry beyond the beginning of the term after the child's fifth birthday. However, this provision is possible only within the academic year – the pupil must take up a place within the reception year. If parents wish to defer entry to a later school year, they must re-apply during the appropriate admissions round.

\* **compulsory school age = beginning of term following 5<sup>th</sup> birthday.**

Parents can request that their child attends part-time until the child reaches compulsory school age.

**PARENTS MUST COMPLETE THEIR HOME LOCAL AUTHORITY COMMON APPLICATION FORM**

## Appendix 1

Baptised Catholic means, within the policies and practices relating to school admissions, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (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.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite 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.

The Governing Body 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: 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 with 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.)

## **Admission to Knowsley Catholic Primary Schools 2013/14**

### **Supplementary Information Form**

For completion only by non-Knowsley residents who are naming Knowsley Catholic Primary School/s as preference/s on their home local authority application form.

*Knowsley resident applicants are not required to complete this form – they are able to provide the information directly on the Knowsley local authority preference application form.*

**Please note:**

- This form is not compulsory but should be completed by those applicants who wish to provide information regarding religion for consideration under certain criteria of Knowsley Catholic Primary School oversubscription criteria (admission policies)
- This form is for completion in addition to the relevant home local authority application form and will be disregarded if the school/s is not named as a preference on the relevant home local authority application form
- One form should be completed for each Knowsley Catholic Primary School named as a preference and returned directly to the individual school/s by the closing date of 15 January 2013

#### **Child's details**

*These details should be the same as those stated on the home authority application form*

Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

#### **Religious Information**

*Information as requested in section 4 of Knowsley local authority application form*

*Please answer the relevant questions*

1. Is your child a baptised Catholic? Yes  No

2. In which Catholic parish do you live? \_\_\_\_\_

3. Is your child baptised into the Church of England? Yes  No

4. If your child belongs to another faith or Christian denomination, please state which \_\_\_\_\_

#### **Parent/Carer Declaration**

*This declaration should normally be made by the same parent/carers who has completed the home local authority application form*

I am the parent/have parental responsibility for the child named. I confirm that the information provided on this form is accurate. I am aware that any place offered due to false information being provided may be withdrawn.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Relationship to child \_\_\_\_\_

**Should a school place be offered, applicants will be expected to provide proof of any information stated on this form (for example a baptism certificate). Failure to provide proof documents requested may result in a place being withdrawn.**

This form applies to the schools listed on the reverse of this form

**PTO**

**If you are a non-Knowsley resident applying for admission to reception class in 2013/14 you must complete the application form of the Local Authority in which you live. However, you can name Knowsley primary schools as preferences.**

**Your home authority application form may not ask for all the information that Knowsley Catholic Primary Schools need to apply their oversubscription criteria (admissions policy). Therefore, if you are naming one of the following Knowsley schools as a preference on your local authority application form, you may also wish to complete this supplementary information form:**

**Cronton Holy Family Catholic Primary School**

**Halewood Holy Family Catholic Primary School for the Community**

**Hope Primary School**

**Our Lady's Catholic Primary School**

**St Aidan's Catholic Primary School**

**St Albert's Catholic Primary School**

**St Aloysius Catholic Primary School**

**St Andrew the Apostle Catholic Primary School**

**St Anne's Catholic Primary School**

**St Brigid's Catholic Primary School**

**St Columba's Catholic Primary School**

**St John Fisher Catholic Primary School**

**St Joseph the Worker Catholic Primary School**

**St Joseph's Catholic Primary School**

**St Laurence's Catholic Primary School**

**St Leo's & Southmead Catholic Primary School for the Community**

**St Luke's Catholic Primary School**

**St Margaret Mary's Catholic Infant School**

**St Marie's Catholic Primary School**

**St Mark's Catholic Primary School**

**St Michael and All Angels Catholic Primary School**

**Sts Peter & Paul Catholic Primary School**