



## St Wilfrid's School – Admission Policy

St. Wilfrid's Catholic VA Primary 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. It is desirable that all applicants declare their positive support for the aims and ethos of the school.

### Over Subscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. 'Looked after and previously looked after' children from Catholic families.
2. Catholic children who are resident in the parishes of St. Joseph, St. Margaret Clitherow, St. Paulinus and St. Wilfrid.
3. Catholic children who are resident in other Catholic parishes of the York Pastoral Area for whom St. Wilfrid's is the nearest Catholic school. (Parish Boundaries available from the office)
4. Other Catholic children.
5. Other looked after and previously looked after children.
6. Catechumens, children whose parents are catechumens, those who are candidates for reception into the church and members of an Eastern Christian Church.
7. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion or authenticated by a Certificate of Baptism
8. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
9. Any other applicants.

### Additional Provisions:

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:

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The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be most appropriately met at this school.

### Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school.

(Please also refer to notes a - f on page 2 of this policy)

### Application Procedures and Timetable

Applications must be submitted by February of each year to the Head Teacher at the school. An LA 'School admissions application for Primary School' form must also be completed and returned to the Head Teacher or direct to the LA by the application deadline of 15 January in the year of admission. Parents will be advised of the outcome of their applications by the LA. 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. Applicants are requested to note that applications will be invalid unless ALL the forms described above have been completed and received at the correct address by the stated date. Children allocated places are eligible for full time education from September in the year of admission, however parents can request a part time place.

### Delayed Entry

A parent may secure a place at St. Wilfrid's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and not in the order of which applications are received or added to the list. Names are normally removed from the list after six months. In the year of entry, the list will be kept until 31 December.

### Pupils with an Education, Health and Care Plan or Statement of Special Educational Needs

The admission of pupils with an Education, Health and Care Plan or statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements or Education Health and Care Plans by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

### Notes

- a) 'looked after and previously looked after child' means any child currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order).
- b) 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

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- c) 'catechumen' means a person preparing for entry into the catechumenate (Catholic Church). This will normally be evidenced by a certificate of reception into the order of catechumens.
- d) 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
- e) To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- f) For the purposes of this policy, parish boundaries are as shown on the attached map. Distances are measured by a GIS mapping system from the child's home address to the entrance of the school via using the nearest available safe walking route.

**Policy agreed:**

**Policy reviewed :**

**Signed:**



Catchment area for St Wilfrid's RC Primary marked within yellow boundary, incorporating the parishes of:

St Joseph's, St Margaret Clitherow, St Paulinus and St Wilfrid's.

