



*Diocese of Middlesbrough*  
**Primary Admission Policy for**



**ST AELRED'S CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL**

**within City of York Local Authority  
2016-2017**

St Aelred's Catholic 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.

Whenever 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 the school parents or carers are declaring their support for the aims and ethos of the school. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2016 is 30 pupils.

The Admissions Policy Criteria will be applied on an Equal Preference basis. Children who were born between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012 may be admitted at the start of the Autumn term, in September 2016.

Parents/carers of those children also have the option of taking up a part-time place until January 2017.

**How and When to apply**

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Roman Catholic school should also complete the Supplementary Information 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.

**Oversubscription Criteria**

Children who have a statement of **Special Educational Need** or **Education and Health Care Plan** which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

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

1. Catholic Children who are "Looked after Children" (Children in the care of the Local Authority):
  - 1.1. Catholic Looked after Children
  - 1.2. Catholic Previously Looked after Children
2. Catholic Children whose home address is within the parish boundaries of St Aelred's Parish.
3. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish, but who regularly worship in the Church of St Aelred's Parish.
4. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish with a brother or sister<sup>1</sup> already attending the school at the time of admission.
5. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish who do not have a brother or sister already attending the school at the time of admission.
6. Non-Catholic Children who are "Looked after Children" (Children in the care of the Local Authority):
  - 6.1. Looked after Children
  - 6.2. Previously Looked after Children
7. Baptised of other Christian denominations whose baptism is recognised by the Roman Catholic Church (see Note 3)
8. Children of other Faith traditions who have a brother or sister already attending the school at the time of admission.
9. Children of other Christian denominations who do not have a brother or sister at the school.
10. Children of other Faith traditions who do not have a brother or sister at the school.
11. Other children who have a brother or sister already attending the school at the time of admission.
12. Other children who do not have a brother or sister at the school.

## ADDITIONAL NOTES

**Parents are asked to note that admission to our Primary School is no guarantee of entry into All Saints School.**

### 1 Definition of Catholic

Catholic children are children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under these criteria 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 Roman Catholic Church will suffice.

If applicants are seeking admission under any of criteria 7, 8, 9 or 10 above, they will be asked for a letter of support from their minister or faith leader, or suitable equivalent. For Christian applicants a baptismal certificate should be provided.

### 2 Definition of Looked After Child in Public Care

A 'looked after' child is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002). Previously looked after child includes any children who were previously in the care of a Local Authority but ceased to be so because they were adopted from care.

### 3 Definition of Baptised children of other Christian denominations whose baptism is recognised by the Roman Catholic Church

Baptism is administered only by a **washing in real water** with the **proper form of words** [the Trinitarian Formula naming Father, Son, and Holy Spirit] in accordance with c. 849.

The following information is provided with the hope that it will help in discerning the canonical status of candidates. ***It is not exhaustive. When in doubt, reference should be made to the Chancery of the Roman Catholic Diocese of Middlesbrough***

Adventist

African Methodist Episcopal

Ethiopian Catholic

Anglican Valid Baptism

Antiochian: Malabarese

Antiochian: Maronite

Armenian Apostolic

Alexandrian: Coptic Alexandrian:

Amish/ Mennonite Valid Baptism

Antiochian: Chaldean Valid Baptism

Antiochian: Malankarese

Antiochian: Syro-Antiochian

Assembly of God

Baptist	Byzantine: Albanian
Byzantine: Belarusian	Byzantine: Bulgarian
Byzantine: Croatian	Byzantine: Czech
Byzantine: Greek	Byzantine: Greek-Melkite
Byzantine: Hungarian	Byzantine: Italo-Greek
Byzantine: Romanian	Byzantine: Russian
Byzantine: Ruthenian	Byzantine: Slovak
Byzantine: Ukrainian	Chinese Catholic Baptism
Church of God	Church of the Brethren
Church of the Nazarene	Community of Pope Pius X (Lefebvre)
Congregational Church	Disciples of Christ
Eastern Non-Catholics (Orthodox)	Eastern Rite Catholics
Episcopal Church	Evangelical Church of Covenant
Evangelical Church of Covenant	Evangelical Churches
Evangelical United Brethren	Latin: Roman Catholic
Liberal Catholic Church	Lutheran
Methodist	Old Catholic Church
Old Roman Catholic Church	Orthodox (see Eastern above)
Polish National Church (is Eastern Rite)	Presbyterian
Reformed Church	United Church of Christ

**A baptismal certificate confirming baptism will be required to be produced to confirm eligibility under criterion 6**

#### **4 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 and is in attendance at the same school on the date of admission.

#### **5 Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

## **6 Admission of a child outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at school in that year.

## **7 Equal Preference**

Equal Preference essentially means that Admissions Authorities must categorise all children, according to their over-subscription criteria, as if they were all first preference. Once categorised, children will be offered places accordingly.

## **8 Special Educational Needs**

The admission of pupils with a statement of special educational needs is covered by different admission regulations, and a child who has a statement of Special Educational Need, which names our school as his/her preferred school, will be admitted to the school.

If your child has Special Educational Needs but does not have a "statement" of need then your application will be considered on the basis of the school's admission criteria.

## **9 Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from the front door of the child's home address to the main entrance of the school, when measured by the shortest, safe walking route using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

## **10 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.

## **11 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.

## **12 Waiting List**

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 the end of the Autumn term.

### **Application Information**

It must be stressed that applications for admission for full-time school must be made formally, both on the Common Admissions Form provided by the Local Authority, to be returned to them by **15<sup>th</sup> January 2016** and the school's own form which should be returned to the school. Applications made without completing both forms will be invalid. (If you filled in our own application form when your child came as a part-timer, there is no need to fill one in again but you will be asked to complete the Local Authority's form.) Places will then be allocated by strict application of the above criteria up to the admission limit, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated according to the City of York Local Authority timetable.

Chair of Governors:

Date amended: 26 January 2015