

ST AELRED'S CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL

ADMISSIONS POLICY for ENTRY INTO RECEPTION YEAR in 2013~2014

The Governing Body of St Aelred's Catholic Voluntary Aided Primary School is the Admissions Authority for this school.

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

The Governing Body intends to admit up to **30** pupils to the Reception Year group in the academic year commencing in **September 2013**.

Children who were born between 1st September 2008 and 31st August 2009 may be admitted at the start of the Autumn term, in September 2013.

Parents/carers of those children also have the option of taking up a part-time place until January 2014.

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).
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 sister¹ 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).
7. Children of other Christian denominations who have a brother or sister already attending the school at the time of admission.
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

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.

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.

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

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.

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.

Special Medical or Social Needs

If you believe your child's special needs are relevant to the reasons for applying to our school, for example on medical or social grounds, then you should tell us about this on your application form including why you want your child to attend our school and what difficulties it would cause should they not be accepted. In these circumstances you must also provide supporting evidence, in writing, from a professional i.e. a doctor or a social worker.

We will consider applications for such pupils, considered to have exceptional social or medical needs, on an individual basis and the school will consult with medical/social services professionals for a further opinion as to whether a pupil should be allocated a place due to a particular medical condition or social need.

In exceptional circumstances we will determine if it is appropriate to allocate your child a place. Otherwise your application will be considered on the basis of the school's admission criteria stated above, though special medical and special social needs may increase priority of your application in each category.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by the shortest, safe walking route.

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.

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.

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 **15th January, 2013**, 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 a place on **16th April, 2013**.

Chair of Governors _____

Date _____

Notes

1. "Brother or sister" includes any half-brother or half sister and any step-brother or step-sister living in the same house, as their primary place of residence