

# St. Philip's RC Primary School

## Admissions Policy 2019

**Please note that a Nursery place does not guarantee a place in Reception class.**

St. Philip's is a Roman Catholic Primary school provided by the Diocese of Salford and is maintained by the Salford Education Authority as a Voluntary Aided school. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications and admissions. For the school year commencing September 2019, the governing Body has set its planned admissions number at 45.

Admission to the school will be made by the Governing Body in accordance with the stated preferences it receives, subject to the following set of criteria, which will be used to form a priority order if there are more applications for admissions than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children. (As defined in point d)
2. Baptised Roman Catholic children resident in the parish of Our Lady of Dolours who will have a brother or sister attending the school at the time of admission. (As defined in point g)
3. Baptised Roman Catholic children who are resident in the parish of Our Lady of Dolours. (As defined in point f)
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in another parish. (As defined in point g)
5. Other baptised Roman Catholic children resident in another parish.
6. Other Looked After Children and previously Looked After Children.
7. Exceptional Needs. (As defined point i)
8. Other children.

If in any category there are more applications than places available, priority will be given on the basis of distance from the school (as defined by Salford Local Authority).

### **NURSERY/RECEPTION**

Admission arrangements to the Reception are separate to those for the Nursery. 30 places are available in the Nursery and the governors shall determine how many of these places are to be allocated on a full time or part-time basis each year depending on the number of applications. Attendance at the Nursery does not give a child any guarantee of priority when it comes to consideration by the Governors of applicants for admission to the Reception class.

Parents must make a separate application for a Reception place.

### **LATE APPLICATIONS**

Any applications received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published admission criteria. Any applications received after the allocation of places will be considered as they are received.

## NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of Governors, parish priest and headteacher.
- b) All applicants will be considered at the same time and after the closing date for admissions as published by Salford Local Authority.
- c) For a child to be considered as a Catholic evidence of a Catholic Baptism certificate will be required. Proof of address in the form of council tax statement, child benefit or working/family tax credit documentation, driving licence (photocard style only), addressed payslip or P45/P60 statement (UK) will be required before a place is offered.
- d) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a box and the required number of names will be drawn out.
- f) Parents need to ensure that they are resident in the parish of Our Lady of Dolours.
- g) Where the admission criteria refer to "a brother or sister currently in school" this means that the older child will be attending the school at the time of admission of the younger child. A brother or sister is defined as a natural brother or sister, or stepbrother or sister, or foster/adopted brother or sister who lives in the same household and which is the child's genuine main residence.
- h) Where a child has parents with shared responsibility and lives with each parent part of the week, the home address will be decided by using the address to which the Child Benefit is paid.
- i) The Governing Body reserve the right to admit children with proven exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.
- j) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence
- k) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will be reviewed on a termly basis.

- l) If an application for admission has been turned down by the Governing Body parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of notification of a refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
  
- m) For 'In Year' applications received outside the normal admissions round, if places are available, then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

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