



*"Guided by Jesus Christ, our teacher, we journey together, learning to dream,
believe and achieve"*

ADMISSION POLICY 2017-2018

St. Clare's is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Manchester Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2017/18, the Governing Body has set its admissions number at 60.

IMPORTANT: In addition to applying to the Local Authority, St. Clare's admission policy requires applicants to complete a St. Clare's Admissions Form to supplement this. This is available at the school office or on the school website. Your application can then be recorded at St. Clare's and your child will be put on the waiting list at the school.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

- 1) Baptised Roman Catholic Cared for Children who are in the care of the Local Authority
- 2) Baptised Roman Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Roman Catholic children resident in the parish of St. Clare's
- 4) Baptised Roman Catholic children from other parishes
- 5) Non-Catholic cared for children who are in the care of the Local Authority
- 6) Non-Catholic children who have a sibling in the school at the time of admission
- 7) Non-Catholic children who are baptised in other Christian faiths
- 8) Other children

NOTES

- a) All applicants will be considered at the same time and after the closing date for Admission, which is January 16th 2017.
- b) All Roman Catholic applicants will be required to produce baptismal certificates. It is the duty of Governors to comply with class size limits at Key Stage One.
- c) If in any category there are more applications than places available, priority will be given to 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 hat and the required number of names will be drawn out.
- d) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- e) Sibling is defined as a 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.
- f) All other baptised Christians will be required to produce baptismal certificates.

- g) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list, which will not be operated for longer than the end of the Autumn Term.
- h) For 'In Year' applications received outside the normal admissions round and 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 over-subscription criteria will be 'In Year' and late applications will be treated as per the co-ordinated arrangements published by the Local Authority.
- i) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least ten school days from the date of notification that their application was unsuccessful, to submit that appeal.
- 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.

NURSERY CLASSES IN PRIMARY SCHOOLS

ADMISSION TO THE NURSERY CLASS at St. Clare's Roman Catholic Primary School will be on a part-time basis and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available. For the school year commencing September 2017/18 the Governing Body has set its admissions number at 60

- 1) Baptised Roman Catholic Cared for Children who are in the care of the Local Authority
- 2) Baptised Roman Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Roman Catholic children resident in the parish of St. Clare's
- 4) Baptised Roman Catholic children from other parishes
- 5) Non-Catholic cared for children who are in the care of the Local Authority
- 6) Non-Catholic children who have a sibling in the school at the time of admission
- 7) Non-Catholic children who are baptised in other Christian faiths
- 8) Other children

NOTES

- a) Admissions to the Nursery Class does not necessarily secure admission to the Primary School. (See school admissions policy)
- b) School Nursery. This additional provision offers greater flexibility for parents and carers.
- c) All Roman Catholic applicants will be required to produce baptismal certificates.
- d) 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 calculated using Google Maps (walking distance). The distance is calculated using the school post code together with the home post code, 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 for last place/s to be allocated, selection will be taken based on the date that the applicants registered with the school and that meet the whole criteria.
- e) Where a child lives with parents with shared responsibility, each part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- f) Sibling is defined as a 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.
- g) 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.
- h) Full-time places, where these become available, will be allocated to the oldest Roman Catholic pupil.

Approved by the Governing Body. Signed by *W. Ryan* W. Ryan, Chair of Governors

Date: 16th March 2016

Date of Next Review: March 2017