

**ST AUSTIN'S CATHOLIC PRIMARY SCHOOL  
ADMISSION POLICY AND ARRANGEMENTS 2017/2018**

St Austin's is a Catholic Primary School under the trusteeship of the Archdiocese of Liverpool. It is maintained by St Helens 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, the Governing Body has set its admissions number at 30.

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS TO THE SCHOOL will be determined 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 OVERSUBSCRIPTION CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Austin's
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the application is a member of their faith group.
8. Other children.

**Notes**

- a) All applications will be considered at the same time and after the closing date for admissions which is 15 January, 2017.
- b) 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, residence or special guardianship order.

- c) For a child to be considered as a Roman Catholic evidence of a Roman Catholic Baptism is required.

A Baptised Roman Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Roman Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Roman Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Roman Catholic Church. Written evidence of their reception into full communion with the Roman Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Roman Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Roman Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d) It is the duty of governors to comply with the infant class size legislation which states that any infant class with a single school teacher must not exceed 30. The Governing Body may exceed the limit under limited exceptional circumstances. This includes children whose twin or sibling from a multiple birth is the 30<sup>th</sup> child to be admitted.
- e) Tie-breaker: If in any category there are more applications than places available, priority will be given on the basis of distance from home to school (with those living nearer to the school having priority). Distance will be measured in a straight line by the Local Authority using a computerised measuring system which uses Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. 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.
- f) 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. The address which receives child benefit will normally be used, but the Governing Body reserves the right to request other proofs as fit the individual circumstances.
- g) Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters or the child of a 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.

- h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Oversubscription 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.
- i) For 'In Year' applications received outside the normal admissions round if places are available then children will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Parents should apply direct to the Admissions Team of St Helens Council for an 'In Year' transfer as they co-ordinate in year transfers on behalf of the Governing Body.
- j) 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 twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l) 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.