



St Paulinus Catholic Primary School

"We live in God, we walk with God, we are in God"

(ACTS 17:28)

Admissions Policy

2014/15

Signed Date

Chair of Governors

Subject Manager : Mrs. Roxanna Drake

Policy reviewed and updated by : Miss E. Sinclair, June 2014

Policy review date : May 2015



Admissions Policy

**A Catholic Primary School for Boys and Girls
(Age range 3 – 11)**

Mission Statement

“We live in God, we walk with God, we are in God” Acts 17:28

St. Paulinus Catholic Primary School was founded by the Catholic Church to provide education for Baptised Catholic children. The school is conducted 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 as reflected in our Mission Statement.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. In expressing a preference for St. Paulinus School, parents or carers are declaring their positive support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the school and from September 2015 will admit 60 pupils to Reception classes in the school, which are based in the Early Years Foundation Unit.

Admission to Nursery

When a child reaches their 3rd birthday they will be entitled to be admitted to Nursery, which is a part of the Early Years Foundation Unit.

Admission to Nursery is based on the child being a baptised Catholic and by date of birth order, the oldest children being first.

A total of 24 places are available for children admitted to Nursery.

Over Subscription Criteria

At any time where there are more applications for places than the actual number of places available, places will be offered according to the following order of priority :-

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Siblings of children in school at the time of admission, who are Baptised Catholics living in the Parishes of Our Lady and St. Paulinus, Dewsbury, St. Aidan's, Mirfield, and St. Thomas More, Chickenley.
3. Children who are Baptised according to the Rites of the Catholic Church and who are living within the above three Parish boundaries.



4. Baptised Catholic children who have a sibling at St. Paulinus Catholic Primary School at the time of admission but who live outside of the three boundaries.
5. Baptised Catholic children who are resident with the Deanery Parishes – in addition to those three already mentioned; St. Mary's, Batley, St. Joseph, Batley Carr, St. Patrick, Birstall, Our Lady of Perpetual Succour and St. Paul of the Cross, Cleckheaton, and The Holy Spirit, Heckmondwike.
6. Other Baptised Catholic children.
7. The children of Baptised Catholic parents or parent.
8. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
9. Non-Catholic children who have a sibling at St. Paulinus Catholic Primary School at the time of admission.
10. Non-Catholic children whose parents wish to send them to St. Paulinus Catholic Primary School for genuine religious reasons. Such applications must be affirmed by a written statement from an appropriate priest, minister or recognised religious leader.
11. Other Non-Catholic children.

Catechumens are to be given priority next after Baptised Catholics in each of the above categories.

Footnotes

Recognised Catechumens within the Catholic Church are to be given priority next after Baptised Catholics in each of the above categories.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Application Procedures and Timetable

Applicants are advised that to successfully process applications the Governing Body needs BOTH forms described below to be completed and received at the correct addresses. Failure to provide a Rising Five Common Application Form (PCAF) would mean that the application is not valid and failure to provide a St. Paulinus Supplementary Information Form (SIF) would mean that the applicant would be placed in the lowest criteria.

Applications must be submitted by week ending 15th January 2014, which is the year prior to admission to school on a Supplementary Information Form. A standard application form - known as the Common Preference Form - must also be completed and returned to the Local Authority by the closing date. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right to appeal to an independent appeals panel.



Admissions outside the normal admission round from September 2013 – applications should be made to the school and will be dealt with by the admission authority of the school, ie. the governing body.

Waiting Lists

As well as their right to appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list at the end of the academic year.

Notes (These notes form part of the over-subscription criteria)

Baptised Catholic - means a member of a Church in communion with the See of Rome. A Certificate of Baptism in a Roman Catholic Church or a Certificate of Reception into Full Communion with the Roman Catholic Church will normally be evidence of this. This also includes Eastern Catholic Church membership.

Catechumen – are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

Looked After Children - this has the same meaning as is found in Section 22 of The Children's Act (1989) and means any child in the care of a Local Authority or provided with accommodation by them (for example of children housed with foster parents).

Siblings (Brothers and Sisters) – include children with brothers and sisters (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

Twins or Triplets - where a family of twins or triplets request admission and if one sibling has been offered the 30th or last place, the 'excepted pupil' rule comes in and the other twin / triplets are offered a place.

Live – in all categories “live” means the child’s permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian’s address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child’s permanent address. When a child lives with more than one parent / carer, at different addresses, we will use the preference expressed by the parent / carer at the address where the child lives the majority of the time during the school week as the main place of residence.

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.

Straight line distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT(R)data. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 0.1 metres. (Kirklees Guidance)



Admissions Appeal – Please contact : Clerk to Appeal Panel, Office for Education & Schools, Hinsley Hall, 62 Headingly Lane, Leeds, LS6 2BX (Tel. 0113 2618034)

Policy Monitoring and Review

This policy will be reviewed every year or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.

Subject Manager : Mrs. Roxanna Drake

Policy reviewed and updated by : Miss E. Sinclair, April 2014

Policy review date : April 2015