

St. Sebastian's R.C. Primary School



Admission Policy 2023-24



St. Sebastian's Mission Statement

As we walk in the ways of the Lord, we will:

- *Keep Christ at the heart of all we do*
- *Love learning and grow our gifts and talents*
- *Make lasting memories full of joy*
- *Understand our special place in the family of God*
- *Open our arms in love to all*
- *Live life to the full*



**Date ratified by the Governors:
15.2.22**

St. Sebastian's R. C. Primary School

ADMISSION POLICY 2023-24

St Sebastian's R. C. Primary 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 2023, the Governing Board has set its planned admissions number at 30.

Admission to the school will be made by the Governing Body in accordance with the stated parental 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 admission than the school has places available.

1. Baptised Catholic cared for children who are in the care of the local authority and previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
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. Sebastian's
4. Baptised 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. Other children.

Notes

- a) The governing body is the admissions authority. The **admissions sub-committee** is comprised of the following governors: Chair of governors, two additional Governors and Head teacher.)
- b) Parents must complete a **common application form** and express their preferences for primary school admission. The closing date for all applicants is indicated on the form. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Each Roman Catholic applicant is required to produce a **Baptismal Certificate**. A copy can be obtained from the church in which you child was baptised.
- d) All applicants may be required to provide **proof of address**, by supplying original, up-to-date evidence, such as utility bills or family credit book.
- e) If in any category there are more applications than places available, priority will be given on the basis of **proximity to the school**. This will be determined by the straight line distance from the address point of the house to the centre point of the school. This will be digitally measured using the LA system with those living closer to the school receiving the higher priority. In the case of an equal distance measurement a random draw will be held.
- f) Where a child lives with **parents with shared responsibility**, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- g) Governors reserve the right to admit children where there are **exceptionally** strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services. As required by law all children with an Education and Health Care Plan naming the school will be admitted before the application of the oversubscription criteria.
- h) The Governing Body must comply with **class size limits** at Key Stage 1. This means that under no circumstance must any Key Stage 1 class contain more than 30 pupils.
- i) **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. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- j) If the school is oversubscribed, a **waiting list** will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria
- k) **Late applications** will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

- l) St. Sebastian's also operate a **Nursery** class. The planned admission number for the Nursery is 30. The Head teacher will apply the above criteria to those parents wishing a place in the Nursery class.
- m) A place in the Nursery does not necessarily guarantee a place in the Reception class.
- n) If an applicant 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 refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding by the Governors.
- o) Cared for Child- a Cared for child is a) in the care of the local authority or b) being provided with accommodation by a local authority in the exercise of their social service function under section 22(1) of the Children's Act 1989. A previously Looked after child is one who immediately moved on from that status after becoming subject to an adoption, special residence or guardianship order.