

**ST BEDE'S R C PRIMARY SCHOOL
ADMISSION POLICY
DARLINGTON
2016-17**

This Admissions Policy has been formally adopted by the Governing Body of St Bede's RC Primary School, a RC Academy. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 45.

St Bede's RC Primary School serves the parishes of St. Thomas Aquinas, St. Anne's and Ss. William & Francis de Sales.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Darlington Borough Council's common application form (CAF). All forms must be returned by the closing date set by Darlington Borough Council along with documents to support your application to a Catholic school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The Admissions Authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the Admissions Authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the Admissions Authority who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the Admissions Authority will take into account the views of the parents and of appropriate medical and education professionals.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

First priority in each category will be given to children who have siblings attending the school in September 2016

1. Catholic Looked After Children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Catholic Children of practising* Catholic families whose home address is within the parishes served by the school.
3. Catholic Children whose home address is within the parishes served by the school.
4. Catholic Children whose home address is outside of the parishes served by the school.
5. Other Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
6. Children who will have a sibling attending the school in September 2016.
7. Children of a member of the school staff who have been employed at the school for two or more years at the time that application for admission to the school is made.
8. Children, who are baptised or dedicated members of other Christian Churches.
9. Children of other faith traditions.
10. Other children.

*See Additional Notes point 1

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

Definition of 'Practising Catholic' for the purpose of school admission: Criterion 2

A Catholic child is deemed to be from a practising Catholic family if that family includes one parent or guardian who observes the Church's precept of attending Mass on Sundays and Holy Days of Obligation (Catechism of Catholic Church, paragraphs 2041-2042). The Church's Canon Law (1246-1248 of the 1983 Code) sets out the precise nature of this obligation. It is clear that fortnightly or monthly attendance does not constitute the practice required by the canons.

A 'higher test than Catholic', in other words of 'Practising Catholic' (criterion 2) requires the applicant to provide a reference from the parish priest or the priest where the family regularly worship to testify to such matters as attendance at Mass, in addition to proof of Baptism. Following a request from a Parent/Carer for a reference, **the Priest will send the reference directly to the school.**

All applicants seeking admission under criterion 2 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

Criteria 3 and 4: All applicants seeking admission under criteria 3 or 4 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

2. Definition of a Looked After Child

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 (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling 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.

4. Other Christian Churches

If applicants are seeking admission under criterion 8, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

5. Children of Other Faiths

If applicants are seeking admission under Criterion 9, they must provide a letter of support to confirm their faith membership from their Minister or faith leader.

6. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the Governing Body of St Bede's RC Primary School (a RC Academy).

7. Documents to Support an Application to a Catholic School

- **A Supplementary Form available on Darlington Borough Council website**
- **Proof of Baptism**
- **Additional evidence* as detailed in the Admissions criteria.**

8. Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, the following tie-breaker will be applied:

Distance from the home address to the school entrance will be the deciding factor. Distance will be measured by the shortest walking route, from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at which the child resides at the time of application. The address of childminders or other family members who may share in the care of your child cannot be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

Catchment Area

The catchment area for the school is the parish boundaries of St. Thomas Aquinas, St. Anne's and Ss. William & Francis de Sales.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2016.

Please note: This policy should be read in conjunction with Darlington Borough Council's School Admission Guide for Parents which can be found at www.darlington.gov.uk or by telephoning 01325 388812 / 388027.