

DIOCESE OF MIDDLESBROUGH

Admission Policy for St Bede's RC Primary School 2010-2011



This Admissions policy has been formally adopted by the Governing Bodies of the St Bede's RC Primary School which serves the Parishes of St Bede's and Our Lady of Lourdes, Saltburn.

The governing body has sole responsibility for admissions to this school and intends to admit no more than 30 pupils to the Upper Foundation Stage Class (Reception) in the school year, which begins in September 2010.

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

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the Local Authority.

Late Applications

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

Children who have a statement of **Special Educational Need** which names our school will be admitted to the school.

Parents are asked to note that admission to the Lower Foundation Stage (Nursery) unit is no guarantee of entry into the main school.

Oversubscription Criteria

(First priority in each category will be given to children who will have older brothers or sisters attending the school in September 2010)

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

1. Children who are in the care of a Local Authority.
2. Catholic Children whose home address is within the parish
3. Catholic Children whose home address is outside of the parish.
4. Children, who are not Catholic but have an older sibling (see note 3) attending the school in September 2010
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England.(see note 4)
6. Children of other Faith traditions (not included in 5 above).

7. Other children.

If applicants are seeking admission under criteria 6 & 7 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

The governing body may increase the priority of an application within a category where evidence is provided at the time of the application of an exceptional social, medical, pastoral or other need of the child which can be most appropriately be met at this school. (see note 5)

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1,2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of a Local Authority

A child, who is in the public care of a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and who the Local Authority can confirm, will still be in public care at time of admission to the school.

3. Definition of Sibling

Sibling refers to 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.

4. Churches Together in England

(See www.churches-together.org.uk for further details on membership)

The Baptist Union

British Antiochian Orthodox Church

Cherubim and Seraphim Council of Churches

The Church of England

Church of God Prophecy

Church of Scotland (in England)

Congregational Federation

Coptic Orthodox

Council of African and Caribbean Churches

Council of Oriental Orthodox Churches

Ichthus Christian Fellowship

Independent Methodist Churches

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

The Methodist Church

United Reform Church

Wesleyan Holiness Church

5. A social, medical or pastoral need will normally require written evidence from an appropriate professional such as social worker, doctor or priest.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured in a straight line, from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority'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, the Local Authority will make every effort 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 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 the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting List

If your child has not been awarded a place, they will be placed on a waiting list for at least one term of the new academic year. If a place becomes available priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the second week of the autumn term.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on the national offer date.

Applications outside of the normal admission round

From September 2010 mid year admissions will be coordinated through the local authority (Redcar and Cleveland). Any parent wishing to apply for a place at the school should approach the Local Authority to obtain an application form.