

# SACRED HEART CATHOLIC PRIMARY SCHOOL

## GOVERNING BODY

# ADMISSIONS POLICY 2022/2023

### **Equality Act Statement:**

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Please refer to Sacred Heart RC Primary School's Race Equality Policy

Review Date – December 2020

Approval – January 2021

Next Review November 2021

## **Sacred Heart Catholic Primary School School Admissions Policy**

The school is dedicated to the Roman Catholic education of Roman Catholic children as particularised in the School Prospectus.

The Governors will admit up to 30 pupils in each year group. This is in line with the schools PAN (Published Admission Number) of 30.

### **Pupils with an Education, Health and Care Plan**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Accordingly, the allocation of places in the school is based on the following order of priorities:

1. Looked After Baptised Roman Catholic child or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Baptised Roman Catholic children who have a brother or sister on the school roll at the time of admission.
3. Baptised Roman Catholic children of permanent staff employed directly by the Board of Governors of the School at the time of application\*:
  - a) where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made and/or
  - b) the member of staff was recruited to a vacant post for which there is a demonstrable skill shortage.
4. Baptised Roman Catholic children.

In relation to criteria 1-4 see appendix 1 list of Eastern Catholic Churches that are recognised by the Pope in Rome.

5. Looked After non-baptised child or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order.
6. Brothers and sisters of non-baptised children on the school roll at the time of admission.
7. Children of permanent staff employed directly by the Board of Governors of the School at the time of application, provided they have been employed at the school for at least two years\*.
8. Non-baptised children.

### **Oversubscription Criteria**

On the occasions where the school is oversubscribed and a 'tie-break' is required, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

### **Parental Home Address**

The child's parental home address is the address of the parent with whom the child normally lives from Monday to Friday. The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be thoroughly checked. You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address. All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement to access a preferred school. A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family. If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

\*Permanent staff employed directly by the Board of Governors of the School is defined as the employee having a Sacred Heart Catholic Primary School Contract. Persons working within the setting of Sacred Heart but are not employed directly are not included in this category.

### **Applications**

1. The application form should be returned to the Local Authority (LA) or completed online. Parents will have a maximum of three preferences. If you need further assistance with this please contact the Admissions Team at PCC on 01733 864007.

2. If your child is a baptised Roman Catholic and you are applying under criteria **1, 2,3 or 4**, you must complete a Supplementary Information Form and return this and the original baptismal certificate to Sacred Heart RC Primary School so the application can be considered in that criteria. Please see Appendix 1 for Eastern Catholic Churches. If you need further assistance with this please contact the Admissions Team at PCC on 01733 864007.

'Sibling' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters and

- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

4. The school will hold a 'continuing interest' or waiting list that is reviewed regularly. Children will be prioritised on the 'continuing interest list' according to our oversubscription criteria. Date of application and date children are placed on the waiting list, will not be used in the selection process. Please note that the 'continuing interest list' will be reviewed and reset annual, should you wish your child to remain on our 'continuing interest list' you would contact the school before the 31<sup>st</sup> July or reapply through the Local Authority application process.

***Children with an Education Health and Care Plan (EHP) naming Sacred Heart RC Primary School will be admitted under Section 84 of the Schools Standards and Framework Act 1998. For a full overview on SEND at Sacred Heart RC Primary School please use the following link:-***

***<http://www.sacredheartprimary.org.uk/aboutus>***

### **Infant Class Size Legislation**

Please be aware that the regulations under Section I of the School Standards and Framework Act 1998 limit the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per class teacher. Admissions over this limit are only permitted in very limited circumstances.

### **On Time And Late Applications**

All children are entitled to a full-time place in the September following their fourth birthday. Arrangements for applications for places at Sacred Heart RC Primary School will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at: [www.peterborough.gov.uk/schooladmissions](http://www.peterborough.gov.uk/schooladmissions) Sacred Heart RC Primary School use Peterborough City Council's timetable for applications each year (**exact dates within the months may vary from year to year**):

- During the Autumn term Sacred Heart RC Primary School will provide opportunities for parents to visit.
- By 15 January, parents must complete the application form and return it to Peterborough City Council (by midnight for on-line applications).
- On 16 April, parents will be notified of their child's school place offer.
- Any applications made from 16 January – 30 April will receive their child's school place late offer in accordance with the Local Authorities coordinated scheme

### **Appeals**

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority 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.

### **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 child's parents may defer the date at which their child is admitted to the school, until 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 for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, 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 Outside The Normal Age-Range, Deferred Admissions Or Summer Born Children**

Sacred Heart adhere to The School Admissions Code which allows parents and carers of summer-born children (born between 1 April and 31 August) to request that their child is admitted out of their normal age group (into reception in the September following their 5th birthday).

If a parent wishes to delay admission, they should make the school aware of this in writing a letter to the Chair of Governors at the time of application. Parents must submit their application in the normal way.

### **In-Year Admissions**

An application can be made for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by using the 'In Year School Application Form' which can be found via the Local Authorities Admissions website. If there are no places available at the time of the application, the child will be added to the 'continuing interest list'.

### **Fair Access Protocols**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has the power, even when admitting the child would mean exceeding the published admission number.

## **APPENDIX 1**

### **Full Communion with Rome**

The following Eastern Catholic Churches are autonomous particular Churches in full communion with the Pope in Rome:

- Coptic Catholic Church
- Ethiopic Catholic Church
- Maronite Church
- Syrian Catholic Church
- Syro-Malankara Catholic Church
- Armenian Catholic Church
- Chaldean Catholic Church
- Syro-Malabar Catholic Church
- Albanian Byzantine Catholic Church
- Belarusian Greek Catholic Church
- Bulgarian Greek Catholic Church
- Byzantine Church of the Eparchy of Krizevci
- Greek Byzantine Catholic Church
- Hungarian Greek Catholic Church
- Italo-Albanian Catholic Church
- Macedonian Greek Catholic Church
- Melkite Greek Catholic Church
- Romanian Church United with Rome
- Russian Byzantine Catholic Church
- Ruthenian Catholic Church
- Slovak Greek Catholic Church
- Ukrainian Greek Catholic Church