

# OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY 2016 / 17

**Approved:** February 2016  
**Review date:** November 2016  
**Policy Reference:** FG19

Full Governing Body

### ANNUAL ADMISSION LIMIT - 60

There are two ways to make your application for a school place to the Local Authority:

1. Online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)
2. On a paper application, copies of which are available from Council offices at the Civic Centre, Victoria Avenue.

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) and a Priest's Reference Form which can be obtained from the school. The SIF form and Priest's Form must be returned to the school along with a copy of your child's birth certificate and baptism certificate. The SIF form is not an application form but provides the Governors with information in order to place applications in priority order according to the school's admission criteria.

The Governors intend to admit 60 children into our Early Years Foundation Stage. Parents who have been offered a place but wish to delay their child starting school until the term in which their child is 5 may do so.

### ADMISSIONS POLICY:

#### Preference will first be given to children in the following order:

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children of practising Catholic teachers currently employed at the School, and having been so employed for a minimum of two academic years, and having the support of their Parish Priest
3. Baptised Catholic children from practising Catholic families who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood, whose applications are supported by their Parish Priest .
4. Baptised Catholic children from practising Catholic families, who do not reside in the parishes of Our Lady of Lourdes, Leigh on Sea or St. Peter's, Eastwood, whose applications are supported by their Parish Priest.
5. Baptised Catholic children who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood.
6. Baptised Catholic children resident in other parishes.
7. Catechumens and members of other Eastern Christian Churches.
8. Other looked after children.
9. Baptised children of practising Christians of other Christian denominations providing evidence of Baptism and whose application is supported by their Minister.
10. Children who are living in the parishes of Our Lady of Lourdes and St. Peter's, whose parents demonstrate a genuine desire for their children to receive a Catholic education.

Where a school is named in a child's statement of Special Educational Needs, the school and the Local Authority have a duty to admit the child. The admission of pupils with a statement of Special Educational Needs follows a different procedure. Please contact the Local Authority for details.

**Definitions and Interpretation:**

***The following definitions and interpretations should be read in conjunction with the defined criteria.***

- (a) *“Looked after children” means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents), and previously ‘looked after children’ are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).*
- (b) *“Practising” is determined by weekly attendance at Sunday Mass or worship; frequency of worship will be used to determine priority. It is the responsibility of parents to involve themselves and their children in the life of the church. Applicants must provide confirmation that they are known to their Parish Priest or Minister who must be asked to countersign the priest’s reference form and provide a reference.*
- (c) *Applicants with siblings already in the school take precedence in the category in which they fall. Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.*
- (d) *In an exceptional situation where one twin or one or two triplets are refused a place, in order to keep the family members together, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded. This child will count as an excepted pupil for the time they are in an infant class or until the class members fall back to current infant class size limit.*
- (d) *Those living nearer to the school will take precedence in the category in which they fall, as determined by measuring the straight-line distance between the child’s home and the main entrance to the school. If the pupil’s home is a flat the distance will be measured to the main entrance to the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Local Authority and Governing Body).*
- (e) *The Local Authority will advise parents of the availability or non-availability of a place at the school for their child on 16 April, or the next working day, each year.*
- (f) *Under the terms of the 1989 Education Act, so amended, any parent who so wishes has 20 days in which to appeal against the Governors’ decision not to admit their child. The decision of the subsequent Appeals Committee is binding on both School and parents.*
- (g) *For mid-term applications, parents will complete a supplementary information form and hand it to the office to be put on the waiting list. The waiting list will hold names of children wishing to attend the school, but for whom there is no space, from Reception to Year 6. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applicants are received or*

*added to the list. When a space is available in any of the year groups, the school will refer to the waiting list for that year group and offer the place to the child in the highest category. If there is more than one child, they will be ranked according to any siblings and then distance from the school. The parent will then follow the local authority process. The Governing Body has sole responsibility for admissions to this school and current legislation will only admit a maximum of 30 children per class in EYFS and Key Stage 1.*

**Appeals procedure:**

Any parent may submit a written appeal against a decision refusing his/her child admission to the school and will be invited to appear before an independent panel for school admissions appeals.

Approved.....Chair of Governors

Date.....