

# OUR LADY OF LOURDES POLICY AND PROCEDURES GUIDE

## Subject: ADMISSIONS POLICY

Issue Date: Nov 2015

DATE OF NEXT REVIEW: June 2017

Status: **STATUTORY POLICY. To be reviewed: by FGB TO DETERMINE. To be ratified by: Admissions C'ttee**

### Mission Statement

At Our Lady of Lourdes Primary School we learn to live and love like Jesus, to help one another and treat everyone with kindness, respect and understanding.  
God is always with us.

### ANNUAL ADMISSION LIMIT - 60

The Governors intend to admit 60 children into our Reception Year and applications are welcomed from parents who wish their children to have a Catholic education. Please contact the school office regarding admission arrangements.

### ADMISSIONS POLICY:

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

1. Looked after children from Catholic families.
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.

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### **Notes:**

(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<sup>18</sup> (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. In relation to primary schools, twins and children from multiple births when one of the siblings is the thirtieth child admitted count as 'excepted pupils' from the time they are in an Infant class or until the class numbers fall back to the 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."

### **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 appeals committee.

Chair of Governors..... Date.....

Headteacher ..... Date.....

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