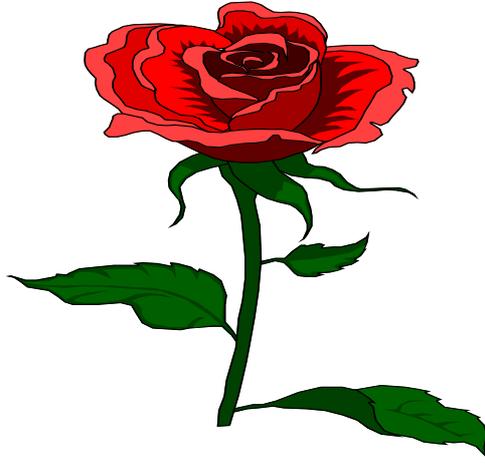


St Therese's Catholic Primary School
Escola Católica San Therese



Be Joyful, Learn & Keep the Faith

ADMISSION POLICY

(including Appeals Procedures)

Academic Year 2017-2018

Date Reviewed by Governing Body: _____

Date to be further reviewed: _____

St Therese's Catholic Primary School - Admission Policy

1. St Therese's is a Catholic Primary School situated in the Diocese of Menevia and is maintained by the Neath Port Talbot Local Education Authority.
2. The Governing Body is responsible for determining and administering the policy relating to admission of pupils to the school. It is guided in that responsibility by:
 - a) the requirement of the law;
 - b) the advice of the Diocesan Trustees on the nature and purpose of its duties; and in fulfilment of its Trust Deed and Instrument of Government;
 - c) its duty towards the school and Catholic community it serves;
 - d) the Catholic character of the school and its Mission Statement.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September is 30.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

3. The school serves in the first instance Baptised Catholic children living in the parishes of St Therese's, St Joseph's Port Talbot, Our Lady of The Assumption, Briton Ferry and Our Lady of Margam.
4. Applications for a place in the school must be made on the enclosed form and returned to the school no later than April prior to child starting school.
5. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out over.
6. Pupils who are admitted to the school will enter the Reception class in the month of September.
7. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.

If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.

As required by law the Governing Body will not admit more than 30 pupils to any one Reception or Infant class.

Admissions Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria in priority order:

1. Baptised Catholic 'Looked After' children, in the care of a local authority, within the parishes served by the school.
2. Looked After Children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents)
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission.
6. Any other children who have a brother or sister in the school at the time of admission.
7. Children of other Christian Denominations whose parents seek Catholic schooling.
8. Children of other faiths whose parents seek Catholic education for their child.
9. Any other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

Tie breaker for all categories

In the event of a tie breaker being required in any of the categories above, the governors will admit those applicants who live nearest the school. In the case of a child whose parents have joint/shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. Proof of residency will be required in the form of one of the following:

- Current council tax notification letter for the address on the application
- Current child tax credit note
- Current child benefit notification letter
- Current income support notification
- Current pension award notification
- Current housing benefit notification

The governors will use the shortest walking route calculated using Ordnance Survey customised route data from the front door of the school to the front door of the house or flat of the applicant. Where necessary, the governors will request assistance from the local authority to determine the shortest route.

Waiting List

A waiting list of unsuccessful applications will be maintained. If a place becomes available, the governors will consider those on the waiting list on the basis of the published oversubscription criteria, not on the date the application was received. If the governors place an application on the waiting list it will not affect the parent's right of appeal. The waiting list will be maintained until 31st August in the school year that the application was made. After that date, the parent must inform the school that the application should be taken forward to the next academic year.

NOTES

Note 1.

Children with a Statement of Special Educational Needs who name the school must be admitted. This will reduce the number of places available to applicants.

Note 2.

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3.

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 4.

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

Note 5

- a) Admissions to the Nursery classes do not necessarily secure admissions to the Primary School.
 - b) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the Nursery class may best satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or report from the doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. All Christian applicants will be required to produce baptismal certificates.
 - c) The decision with regard to the allocation of a morning or afternoon place rests with the Headteacher.
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Be Joyful, Learn & Keep the Faith

E-mail: sttheresesprimary@npted.org

Website: www.npted.org/schools/sttheresesprimary

ADMISSION APPLICATION AND HOME-SCHOOL-PUPIL-AGREEMENT

As a Parent/Guardian I will:

- Support the school in its efforts to live, learn and grow as a Catholic Christian community
- Ensure that my child attends school regularly, on time, properly equipped and in school uniform
- Inform the school of any concerns or problems that might affect my child's well-being, work or behaviour
- Support the school's policies and guidelines, including those relating to behaviour
- Support my child in homework and other opportunities for home learning
- Attend Parents' Evenings on designated dates and any discussions about my child's progress
- Provide a note of explanation if my child is absent and consider carefully the effects of missing school before booking family holidays during term time

As a School we will:

- Encourage children to achieve their full potential in a secure and stimulating environment informed by Catholic Christian values
- Contact parents if there is a problem with attendance, punctuality or equipment
- Arrange Parents' Evenings during which progress will be discussed and any problems that affect your child's work, behaviour or well being
- Keep parents informed about school life through termly newsletters, regular letters and notices about special events
- Set, mark and monitor homework

As a pupil I will

- As a member of a Christian Community show respect, care and concern to children, staff and visitors alike
- Attend school regularly, on time and in uniform
- Do all my classwork and homework to the best of my ability and hand it in on time
- Follow the school's Code of Conduct and rules for good behaviour
- Take home newsletters, school letters and notices about special events

Name of Pupil..... Male/Female

Date.....

Signed.....(Parent)

Signed.....(Pupil – Key Stage 2 only)

Signed..... (Headteacher)

You have requested admission of your child into St Therese's Catholic Primary School. The procedure is as follows:

1. Please fill in the form as completely as possible.
2. If your child was baptised at St Therese's and you are attending this Church, please make an appointment to see Father Paul Brophy to confirm facts. His telephone number is 01639 - 884791.
3. The application will be considered by the Admissions Panel and signed by the Chair of Governors.

Name of Child..... Male/Female

Full Address.....

Post Code.....

Telephone Number.....

Father's Full Name.....

Mother's Full Name.....

Child's Date of Birth.....

Church of Child's Baptism.....

Date of Child's Baptism.....

Signature of Parish Priest where child was baptized *(if applicable)*

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Signature of Chairman of Governors.....

Medical Information: *please give any information which the school needs to be aware of:*

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Declaration: (*delete as appropriate)

*We/I agree to abide by the above rules of St Therese's Catholic Primary School.

Signed.....*(parent)*

Date.....

Child's Name.....

Signed.....*(Pupil – Key Stage 2 only)*