

SACRED HEART R.C. PRIMARY SCHOOL

ADMISSIONS POLICY

Admission into Reception

Sacred Heart is a Roman Catholic Voluntary Aided Primary School with a Nursery provided by the Diocese of Salford and is maintained by Oldham Local Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2010, the Governing Body has set its planned admission number at thirty.

Parents who request admission for their children do so with the explicit understanding that their child will receive not only a good quality education but an education where the love of Jesus Christ is celebrated in all we do. The relationship between home, school and parish is profound. Parents are expected to fully support this throughout their child's time at school. Further details of this are available in the Home/School Agreement.

Admission Criteria

Admission to the school will be made by the Governing Body, subject to the following criteria, which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic children who are in public care.
2. Baptised Roman Catholic children with a brother or sister at present in the school.
3. Baptised Roman Catholic children resident in the Parish of Sacred Heart.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parish of Sacred Heart.
5. Other baptised children who are resident in another parish.
6. Other children who are in public care.
7. Other children who will have a brother or sister attending the school at the time of admission.
8. Exceptional Need (Please refer to Note n)
9. Other children.

Notes

- a) The *Governing Body* is the *Admissions Authority*.
- b) In the Autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet' which gives details of the LA co-ordinated admissions arrangements. These are available from the Local Authority offices, public libraries and primary schools.
- c) Parents must complete a common application form and express their preferences for primary school admission. All applicants will be considered by the governors after the closing date, at the same time, in a fair way according to the published criteria.
- d) Parents will be informed of the governors' decision by the LA. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) Each Roman Catholic applicant will be required to produce a Baptismal Certificate.
- f) Parents should check carefully whether they are resident within the parish boundary of Sacred Heart.
- g) All applicants resident in the parish of Sacred Heart will be required to provide proof of address, by supplying an original, up-to-date utility bill or Family Credit book.
- h) It is the duty of the governors to comply with class size limits at Key Stage One. This means that schools cannot operate classes in Key Stage One of more than 30 children.
- i) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured using the LA system.
- j) Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- k) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household. The *Governing Body* reserves the right to give special

consideration to twins or triplets to prevent breaking the sibling link. However, the Governing Body must comply with maximum class size of 30 children.

- l) If the school is over-subscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.
- m) Late applications will be considered in accordance with the published admissions criteria. If the school is over-subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- n) The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why the school is most suitable.
- o) Parents are asked to read and confirm receipt of the Governing Body's published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- p) 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 of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.

Admission into the Nursery

Although nursery provision at the school is non-statutory, the Governors aim to apply the same admissions criteria. The intake number for Nursery is set at 26.

Children are entitled to 15 hours free provision each week.

If you wish to request a place for your child in the nursery do so as early as possible. The Governors will ask for basic details, which will include evidence of baptism (a certificate from your Parish Priest) and a copy of the child's

birth certificate. If you change address please notify us so that we can alter our records.

In the academic year prior to your child starting nursery, we will contact you again asking for more specific details and reaffirming your interest in a place. Your response to this will form a formal request to the Governors for admission to the nursery. Following a meeting of the Governing Body, we will inform parents of the outcome, in line with the agreed dates of notification set by the LA. If you are offered a place you will be given the chance to attend an open day and give your child the opportunity for a first taste of school. We will do everything we can to make this process as smooth as possible for you and your child.

The admission procedure for Reception takes place the following year and you will be informed by letter from the LEA asking you for your first, second and third preferences for the Primary school of your choice. The forms for school places must be returned to the LA, not the school.

PLEASE NOTE: Parents must understand that a child attending the nursery does not have an automatic right of entry into the Reception class.