

Admissions to Catholic Voluntary Aided Schools in Hartlepool 2015-16

<u>School:</u>	<u>PAN:</u>	<u>Parish(es) Served</u>
Sacred Heart RC Primary	60	St Joseph's, St Thomas More
St Bega's RC Primary	25	Immaculate Conception (St Mary's)
St Cuthbert's RC Primary	40	St Cuthbert's
St John Vianney RC Primary	30	St John Vianney
St Joseph's RC Primary	24	St Joseph's
St Teresa's RC Primary	45	St Teresa's, St Patrick's

This Admissions Policy has been formally adopted by the Governing Bodies of the above Catholic primary schools in Hartlepool. In each school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The Planned Admission Number (PAN) for each school is given in the above table.

The Admissions Policy Criteria will be applied on an Equal Preference Basis.

How and when to apply – Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the Local Authority.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Children who have a statement of **Special Educational Need** which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:-

1. 'Looked after Catholic children in the care of the local authority or Catholic children that were looked after by the local authority and immediately after that became subject to adoption, residence or special guardianship order (see definitions)'
2. Catholic Children whose home address is within the parish(es) served by the school
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. 'Looked after children in the care of the local authority or children that were looked after by the local authority and immediately after that became subject to adoption, residence or special guardianship order (see definitions)'

5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 7)
6. Children of other Faith traditions
7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

Additional Notes

1. **Definition of Catholic** – Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.
2. **Definition of Looked After Children**
A looked after child is a child who is in the care of the Local Authority in accordance with Section 22 of the Children’s Act 1989 at the time of the application for admission to the school is made and when the Local Authority has confirmed will still be looked after at the date of admission.
3. **Definition of an Adoption Order**
An adoption order is an order made under section 46 of the Adoption of Children Act 2002.
4. **Definition of a Residence Order**
A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
5. **Definition of a Special Guardianship Order**
A **special guardianship order** is an order appointing one or more individuals to be a child’s special guardian or guardians (Section 14A Children Act 1989)
6. **Definition of Sibling** –
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the children of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
7. **Churches Together in England**
(See www.churches-together.net for further details on membership)

The Baptist Union
 Cherubim and Seraphim Council of Churches
 Church of God Prophecy
 Congregational Federation
 Council of African and Caribbean Churches
 Ichthus Christian Fellowship
 Joint Council for Anglo-Caribbean Churches
 The Methodist Church
 Wesleyan Holiness Church

British Antiochian Orthodox Church
 The Church of England
 Church of Scotland (in England)
 Coptic Orthodox
 Council of Oriental Orthodox Churches
 Independent Methodist Churches
 Lutheran Council of Great Britain
 United Reform Church

8. Tie breaker

(First priority in each category will be given to children who will have older siblings attending the school in September 2015)

After considering siblings, where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

9. Right of Appeal

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

10. Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

11. Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the last day of the Autumn term.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on the date agreed by the local authority.

Please note:

This policy should be read in conjunction with Hartlepool Borough Council's School Admission Guide for Parents which can be found at www.hartlepool.gov.uk or by telephoning 01429 523765/523768.