



One Family in Christ

# St John the Baptist RC Primary School

## Admissions Policy

## **ADMISSIONS POLICY**

St John's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Rochdale Local Authority as a voluntary aided primary school.

The school's governing body is the admission authority and is responsible for taking decisions on applicants for planned admission. For the school year commencing 2023 the governing body's planned admission number is 30.

Admission to the school will be made by the governing body in accordance with 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. Within each criterion, the governing body may give priority to the children of staff members who have been employed at the school for two or more years at the time of application for admission. *[see note (e) below]*

1. Baptised Roman Catholic children who are in public care.
2. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident on the parish of St John's.
3. Baptised Roman Catholic children resident in the parish of St John's.
4. Other baptised Roman Catholic children who will have a sibling attending the school at the time of admission and who are resident in another parish. *[See note (a) below]*
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other children who are in public care.
7. Other children with a sibling attending the school at the time of admission.
8. Other children

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.

### **Over-subscription**

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 safe walking route. (Distances are calculated by the Local Authority. Distance measurements are moderated by the principles of ease of access rather than 'as the crow flies' or as a walking route. Walking distances are deemed to be up to two miles so the assumption is that up to this distance the journey can be on foot, along recognised and lit, paved routes, overlooked by houses and safe to walk along.)

### **Parish Boundary**

Parents of RC children should check carefully that they are resident with the Parish boundary of St John the Baptist. A map is available from the church or school office.

## Appeals

Parents who have not been allocated a place have recourse to an Appeals Procedure. Appeals should be addressed to the Chair of Governors at this school but will be forwarded to the local authority pupil services section at Rochdale Borough Council, Floor 4, Number One Riverside, Smith Street, Rochdale OL16 1XU

A waiting list for children who have not been offered a place will be maintained and operated in order of the over-subscription criteria; the date of application or length of time on the waiting list will not be considered when offering places. Therefore, a child may change position on the list if a more recent applicant has higher priority according to the admissions criteria.

Late/in-year applications may be made at any time, on the same form available for all applications. Places will be allocated if they are available in order of the over-subscription criteria.

### **Notes for Applicants:**

a. A sibling is defined as:

a brother or sister; a half-brother or half-sister; a step-brother or step-sister; an adopted brother or sister; a fostered child

who is part of the same family grouping - and whose main residence is the same address - as the child for whom the application is made. This does not include cousins or other family relationships.

b. A Looked After Child is a child who is (i) in the care of a Local Authority, or (ii) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. The Governing Body will require written evidence in the form of a Certificate of Baptism before applications for school places can be considered for categories of 'Baptised Catholics'

d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

e. Where the governing body give priority to children of staff members who have been employed at the school for two or more years at the time of application for admission, this will be done only *within* a criterion:

eg

a baptised Catholic child of a staff member resident in the parish of St John's would be given priority over other baptised Catholic children resident in the parish of St John's (criterion 3)

*but*

would not be given priority over other baptised Catholic children who will have a sibling attending the school at the time of admission and are resident in the parish of St John's (criterion 2)

**f.** For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

**g.** If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel through Rochdale Council. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

**h.** The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

**i.** It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations in the case of excepted children – more information is available from:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1001050/School\\_admissions\\_code\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf)