

Our Lady Immaculate Catholic Primary School

Admission Policy and Arrangements for 2013/14



Our Lady Immaculate is a Catholic Primary School situated in the Archdiocese of Liverpool and is maintained by the Liverpool Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The Local Authority undertakes the coordination of admissions arrangements. For the school's year commencing September 2013, the Governing Body has set its admissions number at 50.

The Governing Body will make **ADMISSIONS TO THE SCHOOL**. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic Looked After Children and previously Looked After Children
2. Baptised Catholic children resident in the parish of St Sylvester's incorporating the former parish of Our Lady Immaculate.
3. Baptised Catholic children who have a sibling in the school to the time of admission
4. Baptised Catholic children from other parishes
5. Looked After Children and previously Looked After Children other than Catholic
6. Children who are other than Catholic and have a sibling in the school at the time of admission
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate faith leader would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2013.
- b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) 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 or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One.
- e) If in any category there are more applications than places available, priority will be given based on distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who ordinarily has responsibility for the child, as determined by reference to an official document e.g. child benefit.
- g) Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters or the child of a parent/carer's partner where the child the child for whom the school place is sought is living in the same family unit at the same address as that sibling..
- h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list, which will not be operated for longer than the end of the Autumn Term.
- i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. '
- j) If the Governing Body has turned down an application for admission, parents can appeal to an Independent Appeals Panel. 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.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

ADMISSION TO NURSERY CLASSES IN OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL

ADMISSION TO THE NURSERY CLASS at Our Lady Immaculate Catholic Primary School will be on a part time basis and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available. For the school year commencing September 2013 the Governing Body has set its admissions number at 52.

1. Baptised Catholic Looked After Children and previously Looked After Children
2. Baptised Catholic children resident in the parish of St Sylvester's incorporating the former parish of Our Lady Immaculate.
3. Baptised Catholic children who have a sibling in the school at the time of admission
4. Baptised Catholic children from other parishes
5. Looked After Children and previously Looked After Children other than Catholic.
6. Other children.

NOTES

- a) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) 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
- b) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
- c) The decision with regard to the allocation of a morning or an afternoon place rests with the Headteacher.
- d) An admission to the Nursery Class does not necessarily secure admission to the Primary School.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who ordinarily has responsibility for the child, as determined by reference to an official document e.g. child benefit.
- g) Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters or the child of a parent/carer's partner where the child the child for whom the school place is sought is living in the same family unit at the same address as that sibling..
- h) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

SUPPLEMENTARY FAITH REQUEST FORM
OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL



A copy of this form should be completed by the parent/guardian for EACH Catholic school applied to and RETURNED TO THE INDIVIDUAL SCHOOL BEFORE THE CLOSING DATE.

Name of school applied for: _____
Name of child: _____
Address of child: _____

1. Is the child a baptised Catholic? Yes ☐ No ☐
2. If yes, please state parish of baptism and date

3. In which parish do you now live? (see Note 1)

4. If your child is not a baptised Catholic, please state to which denomination or faith, if any, your child belongs (see Note 2)

Notes

1. Evidence of Baptism – Catholic
If you are applying for a Catholic primary school and your child was baptised in the parish served by the school then the parish baptismal records will be checked by the school to confirm baptism. If you are applying for a Catholic secondary school and your child was baptised in one of the parishes served by the school then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a baptismal certificate or the completion of the statement below will normally be required to confirm your child is a baptised Catholic.
2. Evidence of Faith Group membership
 - a) If you are applying for a Catholic school and want to be considered under the relevant criterion as an other than Catholic Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing by completing the statement below to show that your child is a member of a faith community by an appropriate Minister of Religion is required.
 - b) If you belong to a faith other than the Christian faith, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement below that your child is a member of their faith group.

Minister of Religion/Faith Leader

Minister/Leader (Print name): _____
Address: _____
Position held: _____
Signed and dated: _____
