



**ST. PETER CATHOLIC
ACADEMY TRUST**
BY SERVICE, TOWARDS GOD



ST ETHELBERT'S CATHOLIC PRIMARY SCHOOL AND NURSERY

Admissions Policy 2018/19

Date of Review: Autumn 2016
Date of Next Review: Feb 2019

ADMISSIONS POLICY

St. Ethelbert's Catholic Primary School is a Catholic voluntary aided primary in the trusteeship of the Diocese of Northampton. We aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeates every aspect of school life. All applicants are therefore expected to be in sympathy with the aims and ethos of the school.

The school exists primarily to serve the Catholic community, mindful always of the deprived and marginalised. It is our mission to care, protect and respect one another following the example Jesus showed us. We strive to create an environment where every member of our community feels safe, loved, valued and respected and this is underpinned by our mission statement:

"Learning, achieving and growing together with Jesus"

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Catholic faith to apply for and be considered for a place here.

AIMS:

The Academy Committee aims to admit children who would benefit spiritually from being part of St. Ethelbert's community without regard to ability, social, cultural or ethnic background.

ADMISSION NUMBER

We have one admission date per year, this being the September prior to the child's 4th birthday for Nursery children and 5th birthday for Reception children. The Academy Committee intend to admit up to 52 children into the Nursery Classes and 60 children into the Reception classes in the school.

APPLICANTS WITH A STATEMENT OF SPECIAL NEEDS/EDUCATION HEALTH CARE PLAN

The admission of children with a statement of special educational needs is dealt with by a completely separate procedure. In such cases the Admissions Authority is the Local Authority. This procedure is integral to the making and maintaining of statements/Education Health Care Plans (EHCPs) by the child's home Local Authority. Details of this procedure are set out in the *Special Educational Needs Code of Practice*. Where the school is named in a child's statement of special educational needs or EHCP, the local authority and the school have a duty to admit the child.

ADMISSIONS CRITERIA

In the event of oversubscription, the Academy Committee will apply the following criteria to allocate places:

1. Looked after children/previously looked after children
2. Baptised Catholic children who, on the date of admission, will have a sibling attending St Ethelbert's.
3. Baptised Catholic children from practising families of St. Ethelbert's or Holy Redeemer Parishes. Practising means weekly attendance at mass.
4. Baptised Catholic children from *practising* families from other parishes. Practising means weekly attendance at mass.
5. Baptised Catholics of St. Ethelbert's or Holy Redeemer parish.
6. Baptised Catholic children from other parishes.

7. Children who, on the date of admission, will have a sibling attending St. Ethelbert's.
8. Baptised or Dedicated children of other Christian denominations whose parents wish them to have a Catholic education and whose application is supported by a Minister. Christian means to be a member of one of the churches in full membership with Churches Together in Britain and Ireland at the time when admission decisions are made.
9. Children from other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
10. Other applicants.

Siblings are considered to be those children who live at the same address and either:

- a. Have one or both natural parents in common (brother/sister or half-brother/half-sister)
- b. Are related by a parent's marriage (step-brother or sister)
- c. Are adopted or fostered

TIE-BREAKER

In the event of there being more applicants than places available, a tie breaker rule will be enforced.

Within each of the criteria above, applicants will be ranked according to how close the pupil lives to the school using the Local Authority's measuring system.

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above. Parents will be invited to confirm they wish to remain on the waiting list every six months

PROCEDURE FOR ADMISSION INTO RECEPTION

- To apply for a place at this school, you should complete and return two separate forms by the closing date:
 - Common Application Form (CAF) provided by the Local Authority
 - The school's Supplementary Information Form (SIF)
- Applications arriving after the closing date will be dealt with after all initial offers have been made.
- In order to make a valid application, you must complete a Common Application Form (CAF) from your Local Authority and return it to them as per their instructions.
- You should also complete the School's Supplementary Information Form (SIF) and return it to the school office, together with all other relevant paperwork required for your application.
 - Proof of date of birth (e.g. birth certificate) must be provided with all applications.
 - Proof of current address is required – a copy of your Council Tax documentation and a current utilities bill
 - A baptismal certificate, or letter from a minister, must be provided with all Christian applications; an equivalent certificate or letter, where appropriate, must be provided with non-Christian applications.
 - Applications from practising Catholic children should be accompanied by a Priest's reference on the SIF form available from the school office which confirms weekly attendance at mass
 - Applications from children of other faiths should also be accompanied by a stamped reference form completed by the applicant's Minister.

PROCEDURE FOR ADMISSION INTO THE NURSERY

- Nursery places are allocated by the school and applications for admissions should be made directly to the school.
- To apply for a place in the nursery, parents must complete and return the following forms:
 - School application form
 - The school's Supplementary Information Form (SIF)
- Applications should be returned with the following evidence in order for the school to apply its admissions policy:
 - A baptismal certificate, or letter from a minister, must be provided with all Christian applications; an equivalent certificate or letter, where appropriate, must be provided with non-Christian applications.
 - Applications from practising Catholic children should be accompanied by a Priest's reference on the SIF form available from the school office which confirms weekly attendance at mass
 - Applications from children of other faiths should also be accompanied by a stamped reference form completed by the applicant's Minister.
 - Proof of date of birth must be provided with all applications.
 - Proof of current address is required – a copy of your Council Tax documentation and a current utilities bill

Please note a successful application into the Nursery does not guarantee a place in the Reception class of the school. Legally a separate application must be made at the appropriate time.

IN-YEAR ADMISSIONS (YEAR 1 to 6)

Late/in year applications will only be considered after those received by the due times, subject to place availability and the standard admissions criteria. A child's name may be placed on a Priority List, for a determined period and retained for a given academic year, on written parental request. In the case of any new place availability, all names so held will be considered equally and places offered to those who fulfil our admissions criteria most closely.

REVIEW AND MONITORING:

The Academy Committee have a responsibility to ensure that all admissions meet the criteria as set above. They appoint an Admissions Panel, which together with the Headteacher, oversees all admissions to the school and report back to the Academy Committee on the application of this policy

St. Ethelbert's Catholic Primary and Nursery School

SUPPLEMENTARY INFORMATION FORM (SIF)

To be completed by Catholic parents / carers

I / we attend Sunday Mass weekly.

I / we do not attend Sunday Mass weekly.

Signature:

Date:

To be completed only by the parish priest (or priest of the parish where the family attends Sunday Mass)

I confirm the above statements:

This child is a baptised Catholic / is involved in a baptismal programme.

This child attends Sunday Mass weekly.

Parish stamp or seal

Priest's Name: _____

Parish: _____

Address: _____

Signature:

Date: