

"As unique individuals, we do our best at work and play for the love of God and others."



St Benedict's Catholic Primary School

Admissions Policy 2023/24

Model policy written by Diocese in November 2021:

Adapted by St Benedict's Catholic Primary September 2021

Approved by Full Governing Body September 2022

Review: November 2023

St Benedict' Catholic Primary School St Benedict's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the

normal admission round¹. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2023

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Application process for a place for Reception in September 2023:

Admissions to the school will be determined by the Governing Body but the process is coordinated by the Local Authority. Parents must apply online via the Cheshire East website <http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>.

If there are fewer than 30 applications, all children will be offered a place.

If there are more than 30 applications, the following Oversubscription Criteria will be applied:

1. Looked after and previously looked after children. (see note 1)
2. Catholic children who live in the parish of St Benedict's, Handforth (see Appendix 2 and note 2)
3. Other Catholic children. (see note 2)
4. Any other children.

Within each of the categories listed above, the following provision will be applied: The attendance of a brother or sister (see note 3) at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

Please note: if your child is Catholic you **MUST** complete the supplementary information form and provide a copy of the baptismal certificate. Otherwise, your child will be considered to be category 4 and therefore you may not be awarded a place. You can print the Supplementary Form (see appendix 1) or request a copy from the school. Before the 15th February 2023, this form must be

completed and posted to school for the attention of the School Business Manager. Or a scanned copy can be sent to admin@stbenedicts.cheshire.sch.uk

The governing body will, where possible, admit **twins** and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Tie Break: If the over-subscription categories above are over-subscribed, places will be given to children living closest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point (see note 4).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, all the names will be entered into a hat and the required number of names will be drawn out by someone independent of the school.

Decision/Late Applications:

All applications (made on time) will be considered at the same time, after the 15th January. Late applications will be considered in line with Cheshire East's policy, which can be read here: <https://www.cheshireeast.gov.uk/pdf/schools/admission-arrangements/2022-2023-admission-arrangements-and-cordinated-scheme-including-published-admissions-number.pdf>

The Local Authority will inform parents whether their application has been successful via email on the 16th April (or the next working day). If a place is not given, parents will be told why and do have the right to appeal.

Waiting Lists for the Reception class:

In addition to their right of appeal, parents 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 and **not** in the order in which applications are received or added to the list. Waiting lists for the Reception class will be held by the Local Authority for the Autumn term of the Reception year. After this point, parents should contact the school and asked to be placed on the waiting list which is held by school (see below).

Inclusion in the school's waiting list does not mean that a place will eventually become available.

Pupils with an Education, Health and Care Plan:

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. All children whose Education, Health and Care plan (EHCP) names the school, must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Admission of Children Below Compulsory School Age and Deferred Entry:

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may delay their start date, or take-up a part time place until they reach the age of 5 (compulsory school age). Parents should inform the Headteacher as soon as an offer has been made if they wish to delay the start date. Places cannot be held for more than one term. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than year 1.

In-Year Applications

An application can be made for a place for a child in other year groups at any time in the school year and the child will be admitted where there are available places. Although the school makes the decision, applications should be made to the Local Authority by completing the form found here <https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>

You will be advised of the outcome of your application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, parents have the right of appeal with an independent panel. In addition, the child's name can be added to the waiting list. Waiting lists are held (by the school) for the rest of the school year in which the application is made.

Admission of Children outside their Normal Age Group:

A request may be made for a child to be admitted to an older year group or a younger year group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents should contact the Headteacher in writing at the same time the application is made via admin@stbenedicts.cheshire.sch.uk. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher.

Fair Access Protocol:

St Benedict's is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria):

1. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have

been in state care outside of England and who ceased to be in state care as a result of being adopted.

2. All Catholic applicants must produce a baptismal certificate. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, 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].

3. 'brother or sister' includes: Siblings – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) already attending the preferred school (in years Reception through to year 6) and expected to continue at the school in the following school year. (i.e. at the time of admission)

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

4. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the application form, provided that the child resides at that address for the majority of the school week.

Appendix 1:

Supplementary Information Form

Admission to St Benedict's Catholic Primary School, Hall Road, Handforth, SK9 3AE

Please complete this form and return it to the school office by post or a scanned copy to
admin@stbenedicts.cheshire.sch.uk **before the 15th of February.**

Child's Name: _____

Child's Date of Birth: _____

Address:

Parent name: _____ Parent telephone number: _____

Your Child's religion _____

Date your child was baptised (if applicable) _____

Church and Parish in which your child was baptised

Have you included a copy of the Baptismal Certificate? Yes / No

(failure to provide a Baptismal Certificate will mean that your child will be considered as criteria 4 'other children')

If you have any other information you wish to provide which may have an impact on the criteria your child is given, please provide it below:

If your child has a sibling at the school, please give the child's name and year group below:

Signed: _____ Print: _____

Relationship to child: _____ Date: _____

Appendix 2:

Criteria 2 'Children living in the Parish of St Benedict's' will live within the boundary lines as depicted below. For a clearer version of the map, please contact the school or the St Alban's Deanery.

PARISH BOUNDARY - ST BENEDICT, HANDFORTH

