

**ADMISSIONS POLICY FOR
CATHOLIC PRIMARYVOLUNTARY ACADEMIES IN LEICESTERSHIRE
2015-2016**

The Corpus Christi Catholic Academy Trust and The Blessed Cyprian Tansi Catholic Academy Trust are the Admissions Authorities for these academies

Academies	Published Admission Number	Parish(es) served
The Blessed Cyprian Tansi Catholic Academy Trust, incorporating:		
Holy Cross School, A Catholic Voluntary Academy Parsonwood Hill Whitwick Leicestershire, LE67 5AT admin@whx.leics.sch.uk	30	Holy Cross, Whitwick
Sacred Heart Catholic Voluntary Academy Beacon Road LOUGHBOROUGH Leicestershire, LE11 2BG office.school@sacredheart.leics.sch.uk	30	Sacred Heart of Jesus, Loughborough Part of St Gregory's Parish, namely Walton on the Wolds, and Barrow (with postcodes LE12 8xx).
St Clare's Primary School, A Catholic Voluntary Academy Convent Drive COALVILLE Leicestershire, LE67 3SF office@stclares.leics.sch.uk	30	St Wilfrid of York, Coalville
St Mary's Catholic Primary School, A Catholic Voluntary Academy Hastings Street LOUGHBOROUGH Leicestershire, LE11 5AX office@stmarys-rc.leics.uk	30	St Mary of the Annunciation, Loughborough Our Lady of the Angels, East Leake
St Winefride's Catholic Voluntary Academy Britannia Street SHEPSHED Leicestershire, LE12 9AE dshiels@winefrides-rc.leics.sch.uk	35	St. Winefrides, Shepsed Our Lady of Mercy and St Philip Neri, Melbourne with Risen Lord , Castle Donington Our Lady of the Angels
Corpus Christi Catholic Academy Trust, incorporating:		
St John Fisher Catholic Voluntary Academy Shenley Road WIGSTON Leicestershire, LE18 3QL office@stjohnfisher-wigston.leics.sch.uk	30	St Mary's, South Wigston and St John Bosco, Eyres Monsall Immaculate Conception, Oadby
St Joseph's Catholic Voluntary Academy Coventry Road MARKET HARBOROUGH Leicestershire, LE16 9BZ office@stjosephs.leics.sch.uk	30	Our Lady of Victories, Market Harboroughwith St Mary, Husbands Bosworth

This policy will operate from September 2015. It will apply to all admissions for the school year 2015-2016 and for subsequent years until further notice.

The Catholic Primary Voluntary Academies listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our schools are principally provided to serve the Catholic communities of Leicestershire. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The Blessed Cyprian Tansi Catholic Academy Trust and the Corpus Christi Catholic Academy Trust are the admission authorities for the academies as set out above and are responsible for determining the admissions policies for the Academies in the Trusts. The admissions process is coordinated by Leicestershire Local Authority on behalf of the admission authorities.

All decisions relating to admission applications will be taken by the Governing Body of the Academy applied for.

Parents should consult the Local Authority booklet “Your Guide to Primary Education in Leicestershire” which gives full details of the admissions process. This information can also be found online at www.leicestershire.gov.uk

The Application Form

Applications must be made on the Application Form. The form must be completed by all applicants and returned by the closing date set by the Local Authority. Applications can also be made online at www.leicestershire.gov.uk

The Supplementary Form and Supporting Evidence

In addition all applicants should complete the Supplementary Form. This form can be downloaded from the Local Authority website and is also available from any of the Catholic Primary Voluntary Academies. The completed form, together with any required evidence, (see below), should be returned to the Catholic Academy for which a preference has been made by the same closing date set by the Local Authority for the return of the Application Form.

Parents / carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate
- If the child has been received into the Catholic church, written verification, signed by a Catholic priest and stamped with the parish stamp.
- If the child is participating in a course of preparation leading to baptism or reception into the Catholic church, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Parents/carers whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

If the required documents are not provided, the child might be ranked in a lower admissions category. Some schools may have more applications for Catholic children than there are places. In this case, Governors will give a higher priority to those children who attend Mass weekly with their parent(s), with a carer or with a close family member. If your child is Catholic, you may be asked to

complete a MassVerification Form in addition to the above documents. Forms will be supplied by the school.

Deferred Admission

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age. A place will be held and will not be offered to another child. Parents can request that their child attends part-time until the child reaches compulsory school age.

Late Applications

Applications received after the closing date will be considered after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

Applications during the School Year

Details of the application process are available from the academy and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the admission number has been reached, the child will be only offered a place if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Decisions will be offered in writing. Offers not taken up within 10 school days may be withdrawn. In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within twenty school days after the date of your refusal letter.

Waiting Lists

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's waiting list. Waiting lists for admission will normally remain open until the end of the Autumn Term in the admission year but schools may maintain waiting lists after this date and for year groups other than the intake year. Please contact the academy to request further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the waiting list may change. This means that a child's waiting list position during the year could go up or down.

Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on a school's waiting list does not mean that a place will eventually become available.

Appeals

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors, care of the academy no later than twenty school days after the offer letter has been received. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the academy.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Infant Class Size Regulations

Infant classes of 5, 6 and 7 year olds may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

Applications for twins / multiple birth children

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the planned admission number.

Attendance at Nursery

Attending a nursery, or a pre-school setting on the site of the academy, does not give any priority within the oversubscription criteria for a place in the academy.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Oversubscription Criteria

Where an academy has more applications than places available, Governors will draw up a ranked list based on the criteria listed below and the local authority allocate places accordingly. Children who have a Statement of Special Educational Needs which names the academy will be admitted. This will reduce the number of places available. See "Your Guide to Primary Education in Leicestershire" for further details about special needs provision.

First priority in all categories will be given to siblings (see note 4) that is, children who will have brothers or sisters attending the academy at the proposed time of admission.

In Categories 1 – 3, priority (after sibling priority) will be given to children whose parents/carers have completed and returned a Mass Verification Form if this has been issued.

1. Catholic looked after or previously looked after children (see Notes 1 and 2).
2. Catholic (see note 2) children living in the parish(es) served by the academy.
3. Catholic (see note 2) children living outside these parish(es).
4. Other children who are looked after or previously looked after children (see Note 1).
5. Children who are baptised or dedicated members of other churches which belong to 'Churches Together in England' (See Note 3).
6. Other children and those for whom no Supplementary Form has been received.

Tie Breaker

If any of the categories remains oversubscribed, preference will be given to children living nearest the academy (measurement of distance is in a straight line from the point that the home property's front entrance (including flats) meets a public highway to the academy's main designated front gate, using a computerised mapping system.)

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number.

If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the Academy.

Note 1 - Definition of looked after children or previously looked after children

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 (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

- (a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian (or special guardians)).

Note 2 - Definition of Catholic

- A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full communion with the Bishop of Rome, (Pope Francis). Advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full communion with the Catholic Church
- A child who, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

Note 3 – Churches Together in England

(See www.cte.org.uk for details of ‘member churches of Churches Together in England’)

Note 4 - Definition of brothers and sisters (siblings)

The governors of each academy use the same definition as used by the Local Authority. See “Your Guide to Primary Education in Leicestershire”

Place of Residence

The governors of each academy use the same definition as used by the Local Authority. See “Your Guide to Primary Education in Leicestershire”

Parents / Carers

The governors of each academy use the same definition as used by the Local Authority. See “Your Guide to Primary Education in Leicestershire”