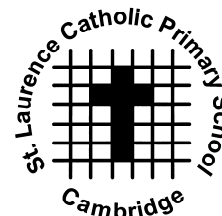


THROUGH GOD'S GRACE A COMMUNITY GROWING IN
KNOWLEDGE AND UNDERSTANDING



St. Laurence Catholic Primary School Admission Policy 2017/18

St. Laurence Catholic Primary School is a Church aided school in the Diocese of East Anglia and is maintained by Cambridgeshire Local Authority (LA). This means that the Diocese of East Anglia has contributed towards the cost of building the school and continues to care for its buildings and its people.

The school provides distinctive Christ-centred, Catholic education for children aged 4+ to 11+ years, with priority being given to children who live within the parish of St. Laurence.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

The Governors decide on admissions for each academic year in January/February of the year of admission. Late and mid year applications are considered by the Governing Body in liaison with the LA.

The policy of the Governors is to admit up to a maximum of 45 children which is the admission intake limit (PAN no)

All religious applicants must complete a Supplementary Information Form and provide evidence of baptism, such as a certificate of baptism, which must both be returned to the school. This is in addition to completing the LA Common Application Form.

Children who have an Education, Health and Care Plan that names the school will be admitted.

NB. Those children with an Education, Health and Care Plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Applying for a place.

The application process for admissions into Reception 2017 (initial year of entry) is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. The application process can be found on the LA's website:

http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/applying_for_a_school_place/4 . This describes the application process in detail. It includes the exact dates and deadlines for applications and appeals.

To apply for a place, parents should submit two forms:

1. **A Local Authority Common Application Form.** The LA encourages online applications (accessed via the LA website above)
Parents may prefer to submit a paper application form instead. These can be obtained from the school or from the County Admissions team or downloaded from the Local Authority website. Paper applications may be returned to the

school (please ask for a receipt) or returned directly to the Local Authority.

2. The school's Supplementary Information Form (SIF). This is available from the school office or can be downloaded from the school website. It can also be found at:
http://www.cambridgeshire.gov.uk/downloads/download/90/supplementary_information_forms_sif

The SIF should be returned directly to the school.

Parents and Guardians who wish to apply for a place for their child should do so from the initial Applications date in November 2016. Application forms should be returned by the deadline date in January 2016.

Prospective parents are encouraged to attend our school open afternoon, held in the Autumn term.

Visits from prospective parents are very welcome and appointments can be made through the school office. Visits are not classed as interviews and therefore do not affect the outcome of an application.

Decisions on those gaining admission will be made by the Governing Body and parents will be notified by the LA, on behalf of the Governing Body, of acceptance on the national agreed offer date of 16th April each year.

All preferences are treated equally. When oversubscription exists, the categories below will be taken into consideration to prioritise a reserve list. In cases of equal merit, after the categories are considered, priority will go to children living nearest the school.

For Catholic children, the following apply:

- A SIF must be completed and returned to the school.
- The Governors require evidence of a child's baptism (usually a baptism certificate; the school will obtain evidence of baptism for children baptised at St. Laurence's church directly from the parish).

For children of other Christian denominations (non-Catholic) the following apply:

- A SIF must be completed and returned to the school.
- The Governors require evidence of baptism or Church membership.

1. CATHOLIC CHILDREN

- (i) Baptised Catholic "Looked After Children" *
- (ii) Baptised Catholic Children, with siblings in attendance at the time of admission, living within the Catholic Parish of St. Laurence, Cambridge.
- (iii) Baptised Catholic Children living within the Catholic Parish of St. Laurence, Cambridge.
- (iv) Baptised Catholic Children, with siblings in attendance at the time of admission, living outside the boundaries of the parish of St. Laurence, Cambridge. Priority will be given to those living closest to the school.
- (v) Baptised Catholic Children living outside the boundaries of the parish of St. Laurence, Cambridge. Priority will be given to those living closest to the school.

2. CHILDREN OF OTHER CHRISTIAN DENOMINATIONS (NON-CATHOLICS)

- (i) All other Children in Care, also known as “Looked After Children” (LAC)*
- (ii) Baptised children with a sibling attending the school at the time of admission
Other siblings who are not baptised but from a Christian family
- (iii) Children whose parent(s) are members of another Christian Denomination

3. OTHER CHILDREN AND CHILDREN OF OTHER FAITH TRADITIONS

- (i) Siblings of children presently attending who are of a Non-Christian Faith tradition
- (ii) Other siblings
- (iii) Children from families of other faith traditions who request a Christian environment and education
- (iv) Other applicants who make St. Laurence School their choice

*The definition of “Looked After Children” is as follows –

Children in care, also looked after children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.

Where priority is given to those living closest to the school, the distance from home to school, for admissions purposes, is measured using the straight line distance from the centre point of the home to the centre point of the school as determined by the Ordnance Survey(OS) Address Base Premium. These distances are produced by the LA Admissions team for the school.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team.

Children usually all start in the Reception Class in the September following their fourth birthday. Children usually attend part time for 1-2 weeks and then full time.

Parents may defer the date on which their child starts school until later in the school year, but not beyond the point where the child reaches compulsory school age and not any later than the start of the Summer Term.

Parents may also arrange for their child to attend part-time until they reach compulsory school age.

(A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. The term ‘summer born’ is used to refer to children born from 1 April to 31 August).

Parents who wish to delay their child’s starting school or to arrange for them to attend part-time, must state their intention in writing to the Headteacher no later than the end of the Summer Term prior to the child starting school.

Parents may request a place for their child outside of the child’s usual age group (eg if the child is gifted and talented or has experienced problems such as ill health).

Requests for a child to be admitted outside of their usual age group should be submitted in writing to the Head teacher. These requests will be considered on a case by case basis in the best interests of the child concerned. This will include taking account of the parent’s views; the Head teacher’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have

previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents who would like their child to start in the reception class in the September following their fifth birthday should:

- Submit an application (via the normal procedure) for their child to start school in the September following their fourth birthday. (This may be withdrawn later if the request for admission outside the normal age range is agreed).
- At the same time, request admission for a place outside the normal age group. This request will be responded to before the national primary offer day of 16th April.
- If the request is approved, parents must make a new application as part of the main admissions round the following year. If the school is over-subscribed, the usual over-subscription criteria will be applied. If the child is not allocated a place at St. Laurence, admission authorities for other schools will not be required to honour the decision by this school to admit out of the child's year group.
- If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

When applying for a place after the start of term or in any other year group, parents are encouraged to contact the school for advice. The Cambridgeshire County Council "In-Year School Application Form" will also need to be returned to Local Authority. More advice can be found in the "In Year Admissions Guide" on the County Council website.

The LA Admissions Team can be contacted on 0345 045 1370 or admissions@cambridgeshire.gov.uk

Place of Residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts.

For further details, please see the full definition in the LA admissions booklet for parents.

Late Applications

Late applications and all applications throughout the year will be considered by the Headteacher, in liaison with the Admissions Committee and the local Education Authority, having regard to this Admissions policy and to the availability of places. Please see the Local Authority's book First Steps - [Admission to Primary School: how to apply for a primary school place](#) for full details

Reserve List

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until the end of the autumn term.

A vacancy only arises in the Reception class when the number of offers to the school falls below the Published Admission Number.

The reserve list is determined according to the Governing Body's priority of admission over-subscription criteria.

False Information

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn and the LA informed.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information they may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school. The Governing Body will seek advice also from the LA before making their final decision.

Where a place or an offer has been withdrawn, the application will be reconsidered, by the Governing Body in liaison with the LA, and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

Where a place is available within a year group and the parent has confirmed their address and religion having completed the SIF, a place will be offered after the Admissions Committee has been informed and the school has informed the LA.

Where the school is unable to offer a place as the class has reached its PAN, a refusal letter will be sent to the parent within a maximum of 10 working days from date of receipt, explaining the reasons why a place could not be offered, and the school will inform the LA.

Appeals against the decision to refuse admission

If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the Department for Education publication, Schools Admission Appeals Code. Parents who intend to make an appeal against the decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter. Details will be given in the letter of refusal. The LA Admissions Team will act on behalf of the Governing Body.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to an Infant Class Size Appeal. This is an appeal but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Appendix:

The PAN has been calculated according to the capacity of the school, which the law defines and has been agreed with Cambridgeshire LA

For the sibling criteria, one of the following conditions must exist:

a brother or sister is permanently resident at the same address and attends the school.

A stepbrother and / or stepsister is permanently resident at the same address and attending the school (to include half brothers / sisters)

Churches Together in England and Ireland include:-

The Baptist Union of Great Britain	Independent Methodist Churches
Cherabim and Seraphim Council of Churches	Joint Council for Anglo-Caribbean Churches
Church of England	Lutheran Council of Great Britain
Church of Scotland	Methodist Church
Congregational Federation	Moravian Church
Council of African and Afro-Caribbean Churches	New Testament Assembly
Council of Oriental Orthodox Christian Churches	Religious Society of Friends
Free Churches' Council	Roman Catholic Church
Greek Orthodox Church	Russian Orthodox Church
Salvation Army	Ichthus Christian Fellowship
United Reform Church	International Ministerial Council of Great Britain
Wesleyan Holiness Church	

2017/18 Admissions Policy for St. Laurence School agreed by the Full Governing Body on 5/5/2016

**St. Laurence Catholic Primary***Supplementary Information Form for Application for Entry*

Surname:
Christian Name:
Date of Birth:
Female / Male:
Home Address: Postcode: Telephone No:
Name of Mother: Religion of Mother: Name of Father: Religion of Father:
Name of Sibling(s) already attending the school:
Is the child Catholic? Yes / No

Date of Baptism:

Place of Baptism:

**Confirmation of Baptism included
(if not baptised at St Laurence's)?**

Yes/No

**Is the child a worshipping member of a church affiliated
to Churches Together in Britain & Ireland? (see below)**

Yes / No

Is the child a worshipping member of another world faith?

Yes / No

Churches Together in England and Ireland include:-

The Baptist Union of Great Britain
Cherabim and Seraphim Council of Churches

Church of England
Church of Scotland
Congregational Federation
Council of African and Afro-Caribbean Churches
Council of Oriental Orthodox Christian Churches
Free Churches' Council
Greek Orthodox Church
Salvation Army
United Reform Church

Wesleyan Holiness Church

Independent Methodist Churches
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
Methodist Church
Moravian Church
New Testament Assembly
Religious Society of Friends
Roman Catholic Church
Russian Orthodox Church
Ichthus Christian Fellowship
International Ministerial Council of Great Britain

Policy Name: Admissions Policy 2017-18Policy Date: 5th May 2016**EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES**

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:		
	• Age (for policies affecting staff)	N/A	
	• Disability	Y	Assurance of a place is given to children with a Education Health Care Plan (EHCP) which names the school
	• Sex	N	
	• Gender reassignment	N	
	• Pregnancy/maternity	N	
	• Race (which includes colour, nationality and ethnic or national origins)	N	
	• Sexual orientation	N	
	• Religion or belief	Y	Admission criteria (when oversubscribed) prioritise Catholic children, then other Christian children, then children of other faiths
	• Marriage / civil partnership	N	
2.	Is there any evidence that some groups are affected differently?	Y	See above
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	Y	<ul style="list-style-type: none"> • Ensuring place for pupils with an EHCP (as above) is done as a means of promoting their equality of access to appropriate education and in line with Local Authority guidance. • Admission criteria are in keeping with the 'Exceptions for Schools of a Religious Character' under Equality Act 2010 (ref DfE advice for School Leaders 2011)
4.	Is the impact of the policy/guidance likely to be negative?	N	Criteria are open & well publicised. They are set with aim of promoting the Catholic ethos of the school. Catholic ethos promotes acceptance, love and respect for every individual, regardless of their characteristics – it celebrates our differences.
5.	If so, can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

Equality Impact Assessment carried out by: Full Governing Body/MJ O'SullivanDate: 5.5.2016