



Diocese of Middlesbrough
Academy Admission Policy for
St. Patrick's Roman Catholic Primary School, a Voluntary
Catholic Academy, a member of the Our Lady of Light
Catholic Academy Trust within Stockton on Tees Local
Authority
2018 - 2019

St. Patrick's RC Primary School, a Voluntary Catholic Academy was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Our Lady of Light Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to the school parents or carers are declaring their support for the aims and ethos of the school.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy.

The Planned admission number for September 2018 is 50

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic Academy should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent / carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which names our academy in their plan will be admitted to the academy.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2018.)

1. 'Children looked after' (in public care) and children previously 'looked after' but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the parishes of St. Patrick's Thornaby, as indicated on the attached map.
3. Roman Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Roman Catholic children.
5. Catechumens who are currently attending a Diocesan R.C.I.A. Programme
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
8. Other children.

ADDITIONAL NOTES

1. Definition of Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria

1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a

letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

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):

3. Churches Together in England

See: http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx -

Applicants seeking admission under criteria 7 will be required to produce a baptismal certificate or a letter confirming their baptism.

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Definition of Catechumen

Catechumen is a member of the Catechumenate of the Catholic Church, who are currently part of an R.C.I.A. program preparing to be received into the Catholic Church as evidenced by a letter of support from the Parish Priest.

6. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1, or until the class numbers fall back to current class size limit.

7. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group. If you wish to request admission of a child outside of their normal year group, you must contact the school to discuss your request at least four weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application window

for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not mean your child will automatically be offered a place at the academy in that year**

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application.

Parents will be notified as to whether or not their child has been allocated a place according to LA timetable.

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO
ST PATRICK'S RC PRIMARY SCHOOL THORNABY

The school to which you are applying is a voluntary aided Catholic school. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form.

Failure to complete this form may affect the oversubscription criteria in which your child is placed.

Full name of child (including surname)		
Gender (please tick box)	<input type="checkbox"/> Male	<input type="checkbox"/> Female

Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	
Religion of child	
Looked after Child Please tick this box if the child is or has ever been in the care of the Local Authority	<input data-bbox="732 1350 802 1397" type="checkbox"/> Dates <input data-bbox="1137 1341 1401 1397" style="margin-left: 50px;" type="text"/>

Full name(s) parent(s)/carer(s)	Relationship to child
1.	
2.	

If, at the time of admission, you will have other children attending this school, please provide details below:	
Full name(s)	Date(s) of birth

CATHOLIC CHILDREN

Date of baptism (Please attach proof of baptism i.e. baptism certificate)		Place of baptism	
Parish in which you live			
Address of your church			
Name of your priest (to whom reference may be made)			

NON-CATHOLIC CHILDREN

Signature of parent/carer completing the application			
Please print name			
Date form completed			
Are you a member of a religious community?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Place of worship (including address) <i>(reference may be made to the person named below at this address)</i>			
Name of your religious minister			
Please attach Proof of Baptism (where applicable) i.e. Baptismal Certificate and/or signature of your religious minister - this should be on letterheaded paper of the religious organisation or be stamped with the organisations official stamp			

PLEASE RETURN TO ST PATRICK'S BY 21st FEBRUARY 2019. PLEASE NOTE THAT IF THE FORM AND SUPPORTING DOCUMENTATION ARE NOT RETURNED BY THIS DATE, REMINDERS WILL NOT BE ISSUED.

