

**Christ the King Catholic Primary School
Glenfield Road, Leicester. LE3 6DF**

Headteacher: Mr M G Fitzwilliam
Telephone: 0116 285 7261 Fax: 0116 254 0896
office@christtheking.leicester.sch.uk
www.ctkleicester.co.uk

This policy will operate from September 2016. It will apply to all admissions for the school year 2016-17.

Our school is principally provided to serve the Catholic community of the parishes of Most Blessed Sacrament, Gooding Road, Mother of God, New Parks and St Peter's, Hinckley Road. 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.

Christ the King Catholic Primary School is under the Trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan Family of Schools. It was founded by and is part of the Catholic Church. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church.

In the school, the Governing Body is the admissions authority. The Governing Body is responsible for determining the admissions policy and for all decisions relating to admissions. The admissions process is administered by Leicester City Local Authority on behalf of the school governors.

The Published Admission Number is 90.

Parents should consult the Local Authority website, www.leicester.gov.uk, which gives full details of the admissions process.

How to Apply

The Common Application Form

Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home local authority by the closing date set by your home Local Authority.

The Supplementary Form, Mass Verification Form and Supporting Faith Evidence

In addition all applicants wishing to apply for a place under faith criteria should complete the **Supplementary Form**. This form is available from the school; it can also be downloaded from the Leicester City Local Authority website. It must be returned to the school by the **same closing date** as the Common Application Form closing date.

Parents/carers of Catholic children should also supply the child's baptism certificate or written verification that the child has been received into the Catholic Church, 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 must be provided.

The school may have more applications from 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 should also complete a **Mass Verification Form** in addition to the Application and Supplementary Forms. Mass Verification Forms are available from the school.

The **Mass Verification Form** must be returned to the school by the **same closing date** as the Common Application Form and the Supplementary Form

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 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 31st December, 31st March and 31st August). A place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

Late Applications

Late applications will be administered in accordance with the home Local Authority Primary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Applications during the School Year

Details of the application process are available from the school and from the Leicester City 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.

Decision letters will be issued in writing. Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

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'). Your appeal should be lodged within twenty school days after the date of your decision letter.

Waiting Lists

The Local Authority booklet gives details of the normal round waiting list arrangements. The school operates a waiting list for in-year applications. Please contact the school for details. All waiting lists are ranked in accordance with the oversubscription criteria (see below). 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 oversubscription criteria. 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 school no later than twenty school days after the decision 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 school.

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 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 published admission number.

Attendance at Nursery

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

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 the school has more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) or a Statement of Special Educational Needs which names Christ the King Catholic Primary School will be admitted. This will reduce the number of places available.

Within each category priority will be given to children who have a sibling (*see note 3*) at the school at the time of admission. After sibling priority in categories 1, 2 and 3 priority will be given to those children who attend Mass weekly with their parent(s), with a carer or with a close family member and who have completed a Mass Verification Form. Thereafter Governors will apply the distance tie breaker (*see 'Tie Breaker'*).

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) of Blessed Sacrament, Mother of God or St Peter's.

3. Catholic (*see note 2*) children living outside the parish(es) of Blessed Sacrament, Mother of God or St Peter's.
4. Other children who are not catholic who are looked after or previously looked after children (*see Note 1*).
5. Other children including those for whom no Supplementary Form has been returned.

Tie Breaker - Distance

If any of the above categories are oversubscribed, preference will be given to children living nearest to the school measured in a straight line from the front door of the child's home to the school's main entrance. As Christ the King Catholic Primary Schools has two separate sites, this measurement will be taken from the following site address:

Christ the King Catholic Primary School (Juniors), Glenfield Road, Leicester. LE3 6DF

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 s.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 (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - 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 S.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 ecclesial and canonical communion with the Bishop of Rome, (Pope Francis). (see footnote* below). Further advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full ecclesial and canonical 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).
Written verification signed by a Catholic priest and stamped with the parish stamp will be required.

*Full ecclesial and canonical communion with the Catholic Church requires the recognition that the Bishop of Rome has full, supreme, and universal power over the whole Church, a power which he can always exercise unhindered (Catechism of the Catholic Church, §882). For Christians baptised outside of the Catholic Church, the restoration of full ecclesial and canonical communion requires reconciliation and a formal act of reception into full communion. Full communion with the Catholic Church is not established by the reception of Holy Communion alone.

Note 3 - Definition of Sibling (brothers and sisters)

Sibling includes; step, foster or half-brother/sister living at the same address.

Place of Residence

The governors of the school use the same definition as used by the Local Authority within which the school is located.

Parents/Carers

The governors of the school use the same definition as used by the Local Authority within which the school is located.