

**Admissions Policy for Catholic Primary Voluntary Academies in the  
Pax Christi Catholic Academy Trust**

Academy	Published Admission Number	Parish(es) served
Holy Cross Catholic Voluntary Academy, Leen Mills Lane, Hucknall, Nottingham NG15 8BZ 0115 9534577 <a href="mailto:office@holycross.notts.sch.uk">office@holycross.notts.sch.uk</a>	30	Holy Cross, Hucknall
Sacred Heart Catholic Voluntary Academy, Southcliffe Road, Carlton, Nottingham NG4 1EQ 0115 9112117 <a href="mailto:head@sacredheart.notts.sch.uk">head@sacredheart.notts.sch.uk</a>	30	Most Sacred Heart of Jesus, Carlton with St Bernadette's, Sneinton
The Good Shepherd Catholic Voluntary Academy, Somersby Road, Woodthorpe, Nottingham NG5 4LT 0115 9262983 <a href="mailto:office@goodshepherd.notts.sch.uk">office@goodshepherd.notts.sch.uk</a>	Year R, 60, Years 1-6, 50	Good Shepherd Parish within the Gedling boundary
St Margaret Clitherow Catholic Primary and Nursery School, Bestwood Park, Nottingham NG5 5RS 0115 915 0296 <a href="mailto:headteacher@st-margaretclitherow.nottingham.sch.uk">headteacher@st-margaretclitherow.nottingham.sch.uk</a>	30	Good Shepherd, Arnold, (within the City boundary) Our Lady of Perpetual Succour, Bulwell and Divine Infant of Prague, Bestwood Park

This admission policy will operate from September 2016. It applies to all applications for the school year 2016-2017.

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 academies are principally provided to serve the Catholic communities of Nottinghamshire and Nottingham. 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 Pax Christi Catholic Academy Trust is the admission authorities for the academies as set out above and is responsible for determining the admissions policies for the Academies in the Trust. On behalf of the Trust the admissions process for Holy Cross, Hucknall, Sacred Heart, Carlton and The Good Shepherd, Woodthorpe is coordinated by Nottinghamshire Local Authority and for St Margaret Clitherow by Nottingham City Local Authority.

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

**Parents residing in Nottingham City should consult the Nottingham City Local Authority website, [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk) which gives full details of the admissions process within the city, including information on the admissions cycle.**

**Parents residing in Nottinghamshire should consult the Nottinghamshire Local Authority website, [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) which gives full details of the admissions process in the county, including information on the admissions cycle.**

### **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 of 15<sup>th</sup> January 2016.

### **The Supplementary Form and Supporting Evidence**

In addition all applicants wishing to apply for a place under faith criteria should complete the Supplementary Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from any of the academies. The completed form, together with any required evidence, (see below), should be returned to each Catholic Primary Voluntary Academy for which a preference has been made by the same closing date set by your home Local Authority for the return of the Common 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.

**If the Supplementary Form or any of the required documents are not provided, the child might be ranked in a lower admissions category.**

### **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 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> 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 Local Authority Primary Coordinated Admissions Scheme within which the academy is located. You are encouraged to ensure that your application is received on time.

### **Late applications – Nottingham City**

Nottingham City Council and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by Nottingham City Council up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for primary school places received by Nottingham City Council after the specified date will be dealt with after the offer day.

### **Late applications - Nottinghamshire**

Certain late applications submitted in the normal admissions round that are received by Nottinghamshire County Council up to the date set by Nottinghamshire County Council will be treated as on time. Such applications will be from parents or carers who:

- have moved into Nottinghamshire ; or
- can establish at the time of completing the form that there were exceptional reasons for missing the closing date

and were, therefore, unable to meet the published closing date.

Governing Bodies will treat such applications as on time where it is practical to include them in their first ranking. All other late applications for primary school places received by Nottinghamshire Local Authority after the specified date will be dealt with after the offer day.

### **Applications during the School Year**

Details of the application process are available from the academy and from the Local Authority within which the academy is located. 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 published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Decision letters will be issued in writing. Offers of places not taken up within 10 working 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' below). Your appeal should be lodged within twenty school days after the date of your decision 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 reception year to year 6 will be maintained until the end of the academic year applied for and the child's name will remain on the waiting list until that time or until the parents request the school to remove the child's name from the list.

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 admission oversubscription criteria. Inclusion on a school's waiting list does not mean that a place will eventually become available.

### **Appeals**

If a child is refused 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 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 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. The academies listed in this policy participate in the Fair Access Protocols operated by the Local Authority within which they are located

### **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 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**

Children who have an Educational Health and Care Plan (EHCP) or a Statement of Special Educational Needs which names the school will be admitted. This will reduce the number of places available for other children.

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

1. Catholic looked after or previously looked after children (*see notes 1 and 2*) who will have a sibling (*see note 3*) at the academy at the proposed time of admission
2. Catholic looked after or previously looked after children (*see notes 1 and 2*)
3. Catholic (*see note 2*) children living in the parish(es) served by the academy who will have a sibling (*see note 3*) at the academy at the proposed time of admission
4. Catholic (*see note 2*) children living in the parish(es) served by the academy
5. Catholic (*see note 2*) children living outside the parish(es) served by the academy who will have a sibling (*see note 3*) attending the academy at the proposed time of admission
6. Catholic (*see note 2*) children living outside the parish(es) served by the academy
7. Other children who are looked after or previously looked after children (*see note 1*) who will have a sibling (*see note 3*) attending the academy at the proposed time of admission
8. Other children who are looked after or previously looked after children (*see note 1*)
9. Other children who will have a sibling (*see note 3*) attending the academy at the proposed time of admission
10. Other children

***Within each criterion applications will be ranked on distance with priority given to children who live nearest to the academy using the same method of measurement as used by the Local Authority within which the academy is located (see below).***

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.

#### ***Distance measurement – Nottingham City***

For the academies located in Nottingham City distance will be measured in a straight line (by a computerised geographical information system) from the centre of the academy campus to a point at the pupil's home address identified by the Local Land and Property Gazetteer.

#### ***Distance measurement – Nottinghamshire***

For the academies located in Nottinghamshire Distance measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the academy. This will be calculated by Nottinghamshire County Council's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the same distance measurement is produced, the lowest numbered flat(s) will be treated as closest to 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 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)**

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

**Home Address**

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

**Parents/Carers**

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