

# St Anne's RC Primary - Admission Policy



## ADMISSION POLICY AND ARRANGEMENTS 2022/2023

**St Anne's RC Primary** is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by **Manchester Local Authority** and is a voluntary aided school. The Governing board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2022, the governing board has determined that the number of children to be admitted to **the year groups Reception to Year 6 inclusive** will be **30**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the website [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions). If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the supplementary form which is available from the school.

If there are fewer than **30** applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

### Criteria

- 1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.**
2. Baptised Catholic children resident in 'The Parish of the Holy Spirit'.
3. Other Baptised Catholic Children who have a sibling in the school at the time of admission
- 4. Looked After Children and previously Looked After Children.**
5. Other children who have a sibling in the school at the time of admission.
6. All remaining applicants.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by a straight line from the home to the centre point of the school using the Local Authority's computerised measuring system, with those living nearer to the school having priority.

In the event of distances being the same for 2 or more applicants, places will be allocated by carrying out a random lottery in a public place.

### Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2022 (primary)/31<sup>st</sup> October 2021 (secondary). Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Director of Education or officers of the DDFE** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- i. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

## **Further Notes for Governing Bodies**

### **Acceptable Variations**

The following are considered to be acceptable additions or variations to the outline model policy.

- Baptised Catholic children of staff at the school may be conferred priority where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage. The governing board should detail which posts meet this criteria and why.

Diocesan advice is that if this criterion is included it must be after all baptised Catholic children resident in the parish served by the school, have been allocated a place and after all looked after children (baptised or not), have been allocated a place.

- Admission authorities may confer priority to the siblings of former pupils but this is not recommended.
- In the relatively small number of schools who find it extremely difficult to accept all baptised Catholic applicants and where such applicants cannot be easily accommodated in neighbouring Catholic schools, the governing board may include a process to choose the children of 'practising Catholic Families'. Before any

admissions policy includes this criteria a full discussion regarding the rationale for the inclusion of this criteria must take place with the Director of Education.

### **In Year Fair Access Protocols**

Each local authority is required to prepare and agree with the majority of schools a 'fair access protocol' the purpose of which is to ensure that the most vulnerable and hard to place children (as defined in the protocol) requiring places outside the normal admissions cycle are offered school places as quickly as possible.

By virtue of section 96 of the School Standards and Framework Act, 1998, the local authority retains a very broad power to direct schools to admit what were in 1998 described as 'hard to place' children. The purpose of the protocol is to ensure that this power of direction is used fairly and according to agreed criteria. It must include arrangements for monitoring so it can be demonstrated that schools are being treated equitably.

It is therefore in the interests of schools to co-operate with the local authority in carrying out this challenging and sometimes controversial duty.

The Fair Access protocol is not required to take account of the faith designation of the school (although some do) or of class size legislation.

Governing boards must not refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour.

The fair access protocol must not require a school automatically to admit another child with challenging behaviour to replace a child excluded from the school.

### **Published Admissions Number (PAN)**

The governing board is required to set an admission number for each 'relevant age group' i.e. the age group at which pupils are, or will **normally** be, admitted. For primary schools, this is likely to be the Reception age group, but there may be other entry points, and if so, the admission number for that age group must also be specified in the policy.

Likewise, for most secondary schools, there are likely to be entry points at year 7 and to the sixth form at year 12. Should there be any other points of entry, the admission number for this age group must be specified.

The governing board **must not**, increase its PAN without the agreement of the Trustees. Canon Law provides that each diocesan bishop has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in this area. The expansion of any Catholic school is part of the strategic place planning and therefore, within the canonical responsibility of the diocesan bishop. All Catholic schools are required by their governing documents to comply with the requirements of canon law.

Where the governing board determines a PAN that is higher than in previous years, they must notify the local authority that they have done so and make specific reference to the change on their website as soon as determined (see para 1.48 of the Code). The governing board should always consult with the diocese in good time to obtain its consent to the increase in its PAN, allowing sufficient time for it to be factored into the next admission round if approved. It should not be assumed that the Trustees will approve the increase or decrease of the PAN.

### **The Admission of Children with Special Educational Needs**

By virtue of Section 324 of the Education Act 1996, governing boards are obliged to admit a child with a statement of special educational needs that names their school. However in advance of that process the Local Authority must

provide either a copy of the proposed statement and appendices or, where they are proposing to amend part 4 of an existing statement, either the proposed amended statement or the amendment notice together with a copy of the existing statement, and in either case, the appendices and give the governing body the opportunity to make observations.

The governing board may object to the direction on the grounds that the school is unsuitable to the child's age, ability, aptitude or special educational needs, or that the placement would be incompatible with the efficient education of the other children with whom the child will be educated, or with the efficient use of resources. The local authority has a duty to consider such objections and may consider these sufficient to warrant the naming of another school.

In turn the parents may also appeal against that decision to the Special Educational Needs and Disability Tribunal (SENDIST)

For the child's needs to be best addressed it is important that the process outlined is applied thoroughly and with a clear understanding of the responsibilities resting on all parties.

### **Consultation**

Where changes are proposed, arrangements for entry must be subject to consultation for a minimum of 6 weeks between 1<sup>st</sup> October and 31<sup>st</sup> January in the determination year\*

Admissions authorities must consult with:

- Parents of children between the ages of 2 and 18;
- Other persons in the relevant area who, in the opinion of the admissions authority have an interest in the proposed admissions;
- All other admission authorities including the local authority within the relevant area except that primary schools need not consult secondary schools;
- Any adjoining local authorities where the admission authority is the local authority and;
- In the case of faith schools, the body or person representing the religion or religious denomination.

For the duration of the consultation, the admission authority must publish a copy of their full proposed admission arrangements, including the proposed PAN on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought. Admission authorities must also provide on request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent appeals or complaints.

### **\*Determination Year**

*The School year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.*