



**Diocese of Middlesbrough**  
**Primary Admission Policy for**  
**St. Benedict's R.C. Primary School**  
**within North Yorkshire Local Authority**  
**2017-2018**

## **Introduction**

St Benedict's R.C. Primary School is a Catholic Church aided school in the Diocese of Middlesbrough whose Trustees are Ampleforth Abbey and is maintained by North Yorkshire LA. This means that the members of the Parish in Ampleforth have contributed towards the cost of building the school and continue 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 and worship within the Catholic Parishes of:

Our Lady and St Benedict's, Ampleforth; St. Aiden's, Oswaldkirk; St. John's, Easingwold; St. Mary's, Helmsley; St. Chad's, Kirkbymoorside and Our Lady & the Holy Angels, Gilling East.

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.

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 Diocese and its duty to the Catholic community and the Common Good.

The admission number for 2017/2018 is **15**

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

**Please note:** 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 Voluntary Aided Roman Catholic school 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 school will be admitted to the school.

### **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 school in September 2017).***

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the parishes of Our Lady and St Benedict's, Ampleforth; St. Aiden's, Oswaldkirk; St. John's, Easingwold; St. Mary's, Helmsley; St. Chad's, Kirkbymoorside and Our Lady & the Holy Angels, Gilling East.
3. Roman Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Roman Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
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 school staff who have been employed at the school for two or more years at the time at which the application for admission to the school 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

<http://www.cte.org.uk/Groups/234772/Home/Contacts/MemberChurcheslist/MemberChurcheslist.aspx> –

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or 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. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> 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.

### 6. 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 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six 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 in the 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 automatically mean your child will be offered a place at school 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 school 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 school, using the Local Authority's computerised measuring system, with those living closer to the school 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. 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 Governors at the school 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, 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.

For the purposes of this policy, the new address of families in the process of moving home, will only be treated as such when contracts have been exchanged or a tenancy agreement signed.

### **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. Place 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 the LA timetable.

## **Applications outside of the normal admission round**

### **1. Reception Year**

Where applications are received for admission to school following the offer day they will be dealt with as follows:

- a) Single admission to Reception Year where the year group is below the admission number. **The parent will be offered a place.**
- b) Single admission to Reception Year where the year group is above the admission number. **The parents will be refused the offer of a place.**

**If you are refused the offer of a place, you do have a statutory right of appeal. Further details of this are available by writing to the Chair of Governors at the school address.**

### **2. Years 1 to 6**

Single admission to Year 1 to 6 where the year group is above the admission number (PAN):

- i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the parent **will be offered a place.**
- ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the parent **will be refused the offer of a place.**

**If you are refused the offer of a place, you do have a statutory right of appeal. Further details of this are available by writing to the Chair of Governors at the school address.**

This Policy was published for consultation on 1<sup>st</sup> October 2015.