



ADMISSIONS POLICY 2023-2024

Ratification date:	October 21
Committee:	PCE
Chair of Governors:	Mrs Debbie Penny
Head Teacher:	Mrs Nuala Ferguson
Review Date:	October 23

This policy has been updated to comply with the 2021 School Admissions Code.

St. Anne's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and [instrument of government] [articles of association] , and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2023.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").



1. PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (SEE NOTE 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

2. OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St. Anne's. (see notes 3&8)
3. Catholic children who are resident in the parish for whom St. Anne's Catholic Primary School is the nearest Catholic school. (see notes 3&8)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 4)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 5).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 7).

3. TIE BREAK

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] using the local authority's



computerised measuring system on the following basis . In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

4. APPLICATION PROCEDURES AND TIMETABLE

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 7. The Supplementary Information Form should be returned to Michele Ashbrook by 15th January 2022.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January [2022]

5. LATE APPLICATIONS

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



6. ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place

7. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

A request may be made for a child to be admitted 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, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Nuala Ferguson, Headteacher at St. Anne's Catholic Primary School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

8. WAITING LISTS

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year.

Inclusion in the school's waiting list does not mean that a place will eventually become available.



9. IN-YEAR APPLICATIONS

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made via the Local Authority on the following link:

<https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>

You are advised to contact the school in the first instance to discuss your application.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

10. FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

11. NURSERY

For children attending Sunflowers Day Nursery, application to the reception class of the school must be made in the normal way, to the home local authority. (Attendance at Sunflowers Day Nursery does not automatically guarantee that a place will be offered at the school.)

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.



12. NOTES (THESE NOTES FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, 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].

4. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

5. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and



(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

7. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

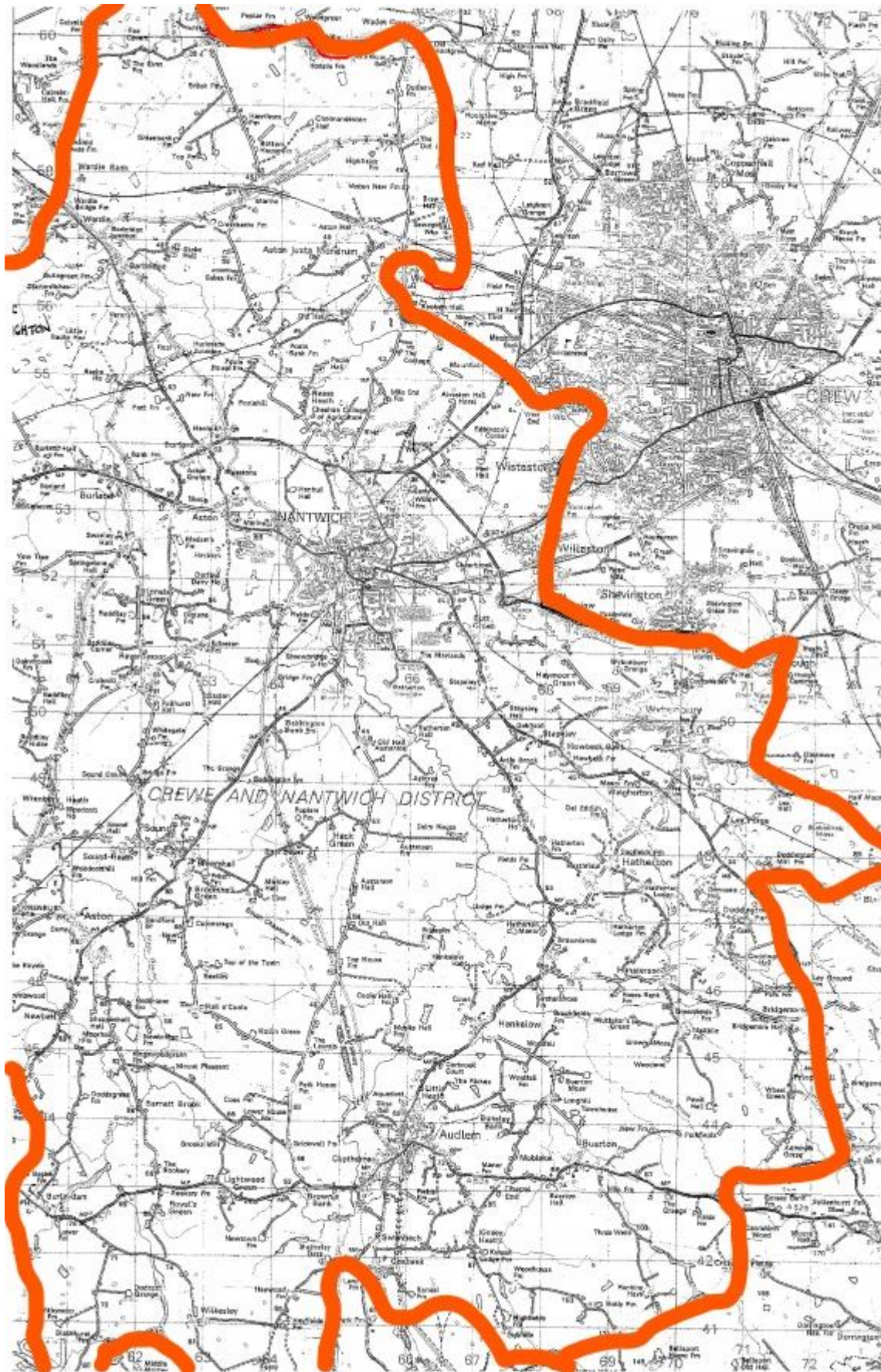
8. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2023-2024.



St Anne's Catholic Primary School

Christ at the heart of all we do







Supplementary Information Form

in support of your application for a place at

St. Anne's Catholic Primary School, Nantwich



This form must be completed in support of your application for a place at St. Anne's Catholic Primary School if you wish your application to be considered against the religious criteria of 'baptised Catholic children'.

Applications are welcomed from Catholic and other parents who are seeking a distinctive Catholic education for their child in the supportive environment of a Church school. The school is a Maintained school to which the Local Authority co-ordinates our admissions.

For September admissions to the Reception class, you must complete the online application form via the Cheshire East website on the following link:

<https://www.cheshireeast.gov.uk/schools/admissions/apply-for-september-2021-school-place.aspx>

For in-year admissions, please contact the school office to discuss your application in the first instance. You will then need to apply via the Local authority on the following link:

<https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>

Further copies of this form and the over-subscription criteria as published in the school's Admissions Policy are available on request or can be downloaded from the school's website on the following link: <http://www.stannes.cheshire.sch.uk/page/admissions/713>

Please complete ALL sections of this form and ensure it is returned, together with relevant supporting documentation, directly to the school at the following address:

St. Anne's Catholic Primary School, Wellington Road, Nantwich, CW5 7DA



Child's Details

Surname:		Gender:	
First Name(s):		Date of Birth:	

School Year of Admission: [Please tick]

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
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Home Address:

House name/ number			
Road			
Town			
County			
Postcode			
Home telephone number		Mobile number:	
e-mail address			

For in-year applications, please enter the full details of the school currently attended:

School name	
Address	
Telephone	
e-mail address	



Please give the names of any siblings who will be attending the school at the time of admission and state which school year they will be in:

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Faith Declaration

PLEASE COMPLETE THE FOLLOWING SECTION AND INCLUDE THE RELEVANT SUPPORTING DOCUMENTATION

[Please tick the box and print clearly]

☐

I confirm that my child is a **Roman Catholic*** and I have attached a copy of the certificate of Baptism.

Parish where Baptism took place _____

Name of priest who Baptised your child _____

Name of current parish _____

Name of Parish Priest _____

Form completed by [please print clearly]:

Forename _____ Surname _____

Relationship to child _____

DECLARATION

I confirm that the details in this form are correct and understand that an offer of a place may subsequently be withdrawn if details and/or documents submitted in support of this application are later found to be false/misleading.

Signature _____ Date ____ / ____ / ____

NOTES

* Children who are members of a Church in full communion with the Roman Catholic Church will be regarded as Roman Catholics for the purposes of the Admissions Criteria and a Baptismal certificate must be supplied. For children who have been received into the Church after Baptism, details should be given here and a certificate of reception or letter from the priest be provided.



Date	Version	Notes
Oct 21	Draft 1	Initial draft shared with full governing Body and ratified
Oct 21	Version 1	Sent to Diocese