



## St. Luke's Catholic Primary School

### Admissions Policy

<b>Academic Year</b>	<b>Designated Senior Person</b>	<b>Deputy Designated Senior Person</b>	<b>Nominated Governor</b>	<b>Chair of Governors</b>
	E Murtagh	M Grealis		Pauline Stitt

### Policy Review Dates

<b>Review Date</b>	<b>Changes made</b>	<b>By whom</b>	<b>Date shared with staff</b>

## **St. Luke's Catholic Primary School**

### **Admissions Policy 2019-2020**

*'Treat each other as you would like to be treated yourself'*



#### **Mission Statement**

**As God's family we learn love and laugh.**

**Together: love one another,  
forgive one another, work together,  
play together, worship together,  
be happy together**

St Luke's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Cheshire West & Chester Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The co-ordination of admission arrangements is undertaken by the Local Education Authority. For the school's year commencing September 2019, the Governing Body has set its admissions number at 30.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place here.

**Admissions to the school** will be made by the Governing Body in accordance with the stated parental preference subject to the following set of **Admissions Criteria** forming a priority order where there are more applications for admission than the school has places available:

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children from the parish of St Luke's.
3. Children who have a brother or a sister at the school at the time of admission.
4. Baptised Catholic children from other parishes.
5. Non-Catholic children whose parents wish them to have a Catholic education.

#### NOTES

- a) [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.](#)
- b) All applicants will be considered at the same time and after the closing date for admissions as published by the local authority.
- c) All Catholic applicants will be required to produce baptismal certificates.
- d) It is the duty of governors to comply with class size limits at Key Stage 1. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted.
- e) If category (1) is oversubscribed, children who satisfy (1) and (2) will have priority over children who satisfy (1) only.

Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point of the home address to the centrally plotted Basic Land and Property Unit point of the school as defined by Local Land and Property Gazetteer' Those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.

- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's 'permanent place of residence' will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) Sibling is defined as a brother/sister, half-brother/sister, adopted brother/sister, step brother/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.
- h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term.
- i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. Where applications are received from Catholic and other children in public care they will respectively be admitted to the school in that priority order and in advance of the outlined order of criteria.
- k) In Year and late applications will be treated as per the admissions arrangements published by the Local Education Authority.
- l) If an application for admission has been turned down by the Governing Body, parents can 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 all parties.
- m) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.