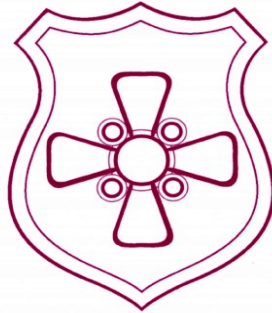


# ST. CUTHBERT'S CATHOLIC PRIMARY SCHOOL

Prince's Road

Windermere



## ADMISSIONS POLICY 2017 - 2018

Approved by: Chair of Governors & Headteacher
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Date: January 2017
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Date for Review: January 2018
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Chair of Governors: *Brendan J R Drury*

Headteacher: *[Signature]*

## **ADMISSION TO THE MAIN SCHOOL**

St Cuthbert's, Windermere is a Catholic Primary School under the trusteeship of the Diocese of Lancaster but we are an inclusive school that welcomes applications from all faiths and denominations. It is maintained by Cumbria Local 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 admissions arrangements is undertaken by Cumbria Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at **12**.

Admissions to the School will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the enclosed Supplementary Information Form.

All children whose statement of special educational needs (SEN) names the school **must** be admitted

1. Baptised Catholic Looked After Children and previously Looked After Children
2. Baptised Catholic children who have a sibling in the school at the time of admission
3. Baptised Catholic children resident in the parishes of Our Lady of the Lake and St Herbert's, Windermere and Mater Amabilis, Ambleside.
4. Baptised Catholic children from other parishes
5. Non Catholic Looked After Children and previously Looked After Children
6. Non Catholic children who have a sibling in the school at the time of admission
7. Other children.

### **NOTES**

- a) All applicants will be considered at the same time and after the closing date for admissions which is **no later than 15<sup>th</sup> January 2018**
- 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, 'child arrangements' order.
- c) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrances) to the main entrance of the school using the LA'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 where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- 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 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.
- 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. If there are places available but more applicants than places then the published oversubscription criteria will be applied. '
- j) If an application for admission is 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 the Governors.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l) The Governing Body reserve 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.

## **ADMISSION TO THE NURSERY CLASS**

At St Cuthbert's Catholic Primary School Admission to the Nursery Class will be on a part time basis and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available. For the school year commencing September 2016 the Governing Body has set its admissions number at **12**.

1. Looked After Children and previously Looked After Children
2. All children whose statement of special educational needs (SEN) names the school **must** be admitted
3. Baptised Catholic children who have a sibling in the Primary School at the time of admission
4. Baptised Catholic children resident in the parishes of St Herbert's, Windermere and Mater Amabilis, Ambleside.
5. Non Catholic children who have a sibling in the Primary School at the time of admission
6. Other children.

## **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) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
- c) The decision with regard to the allocation of a morning or an afternoon place rests with the Headteacher.
- d) Admissions to the Nursery Class does not necessarily secure admission to the Primary School.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance 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 where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- 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 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.

h) The Governing Body reserve 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.

i)

## SUPPLEMENTARY INFORMATION FORM: 2018-2019 ADMISSIONS

*Admission to St Cuthbert's Catholic Primary School, Windermere  
Main School and Nursery Class*

**Please complete in BLOCK CAPITALS and return to School by  
4 pm be returned to the school by 15<sup>th</sup> January 2018**

SURNAME OF CHILD	_____
FORENAME (S)	_____
DATE OF BIRTH	_____

ADDRESS OF CHILD	_____
	_____
	_____ POSTCODE _____
YOUR TELEPHONE NUMBER	_____

IS YOUR CHILD		
BAPTISED ROMAN CATHOLIC	<input type="checkbox"/>	NON CATHOLIC <input type="checkbox"/>

FOR BAPTISED ROMAN CATHOLICS
MONTH OF BAPTISM _____ YEAR _____
PARISH _____

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible please explain here:-

SIGNED _____ NAME (please print)
_____
RELATIONSHIP _____ DATE
_____