

*Diocese of Hallam*

# **ST DOMINIC'S CATHOLIC PRIMARY SCHOOL**

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## **ADMISSION POLICY 2010 - 2011**

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### **Mission Statement**

*All members of St Dominic's community will endeavour  
to nurture, respect and live the gospel teachings  
that are the corner stone of our faith.*

*Governors and staff acknowledge their responsibility to provide  
an enriching environment for all children  
on their personal faith journey.*

*We aim to provide a learning programme that facilitates  
all children's needs; to raise self-esteem and to  
encourage children to reach their full potential  
spiritually, academically and morally.*

**'LOVE ONE ANOTHER AS I HAVE LOVED YOU'**

## **INTRODUCTION**

St Dominic's Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Barnsley LA. This means that the members of Parish and the Diocese of Hallam 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 parishes of Blessed Sacrament, St Mary Magdalene's, St Teresa's / St Joseph's and St Paul's

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 Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Dominic's Catholic Primary School does not guarantee admission to a Catholic High School.

The admission number for 2010 – 2011 is **30**.

## **CO-ORDINATED SCHEME FOR ADMISSION ARRANGEMENTS**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Barnsley LA, **and** who have expressed a preference for St Dominic's Catholic Primary School, before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of Voluntary Aided primary schools within the Barnsley area, including St Dominic's Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.**

## **PARENTAL PREFERENCE**

The Local Education Authority's Common Application Form provides the opportunity for parents / guardians to express up to three **choices** of school in rank order of preference. The Governing Body, as the Admission Authority, has determined that it will consider all applications on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

<p><b>PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION</b></p>
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### **DATE OF ADMISSION TO THE SCHOOL FOR 2010/ 2011**

E.g. Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the admissions authority for this school, will admit children into school at two points during the school year as follows:

- a) children whose fifth birthday falls between 1 September and 31 December – admission at the beginning of the Autumn Term in September.
- b) children whose fifth birthday falls between 1 January and 31 August – admission at the beginning of the Spring Term in January

### **DEFERRED ENTRY TO PRIMARY SCHOOL**

1. Where the admissions authority offers a place at the school, a parent who accepts that school place can defer entry to the school until the term after the child's fifth birthday.
2. The deferred place at that school will be held for that child and will not be offered to another child.
3. The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.
4. Entry to school cannot be deferred to:
  - a) the next academic year; or
  - b) beyond the beginning of the term following the child's fifth birthday.

## CRITERIA FOR ADMISSION

Please note that children who have a Statement of Special Educational Needs that names the school are required to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

(Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as the crow flies – or as measured by the LEA).

### Category 1

Catholic children (see footnote 2) who:

- a) are in Public Care (Looked After Children)
- b) are siblings (see footnote 3) of Catholic children attending St Dominic's Catholic Primary School at the time of admission
- c) live and worship within the parishes of Blessed Sacrament, St Mary Magdalene's, St Teresa's / St Joseph's and St Paul's
- d) live or worship within the parishes of Blessed Sacrament, St Mary Magdalene's, St Teresa's / St Joseph's and St Paul's

Documents Required: *Copy of Child's Baptismal Certificate or Letter from Parish Priest / Sister for Catechumens*  
*Letter of support from Parish Priest / Sister for children in (b)*

### Category 2

Children in Public Care (Looked After Children) who are not baptised Catholics.

### Category 3

Children who have siblings (footnote 3) attending St Dominic's Catholic Primary school at the time of admission.

### Category 4

Catholic children who live and worship in other Catholic Parishes but who do not have a sibling in school.

Documents Required: *Copy of Child's Baptismal Certificate or Letter from Parish Priest / Sister for Catechumen*  
*Letter of support from Parish Priest / Sister*

<p><b>Category 5</b></p> <p>Children who are worshipping members of other Christian Churches, as recognised by Churches Together in England (see footnote 4), at the time of application whose parents have sought the written support of their minister and live within the parishes of Blessed Sacrament, St Mary Magdalene's, St Teresa's / St Joseph's and St Paul's</p> <p>Documents Required: <i>Copy of Baptismal Certificate, or other proof</i> <i>And</i> <i>Letter of Support from the Minister of Religion</i></p>
<p><b>Category 6</b></p> <p>Children who are members of other Christian Churches, as recognised by Churches Together in England (see footnote 4), who live within the parishes of Blessed Sacrament, St Mary Magdalene's, St Teresa's / St Joseph's and St Paul's</p> <p>Documents Required: <i>Copy of Baptismal Certificate, or other proof</i></p>
<p><b>Category 7</b></p> <p>Children who are active members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and who have the written support of their Religious Leader.</p> <p>Documents Required: <i>Letter of support from the Religious Leader</i></p>
<p><b>Category 8</b></p> <p>Children whose parents are seeking a Christian environment for their children's education.</p>
<p><b>Category 9</b></p> <p>Any other applicants.</p>

**FOOTNOTES:**

**Footnote 1:** This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Barnsley LA.

**Footnote 2:** Catholic children are children who have been baptised into the Roman Catholic Church, those formerly received into the Roman Catholic Church, Catechumens, and Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

**Definition of a Catechumen**

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

### **Definition of a Candidate for Reception**

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation.

A list of those Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

### **Footnote 3: Definition of Sibling**

For the sibling criteria to be applicable, one of the following conditions must exist:

- a) a brother and / or sister is to be permanently resident at the same address
- b) a stepbrother and / or stepsister is to be permanently resident at the same address (to include half brothers / sisters)

### **Footnote 4: Churches Together in England**

Please refer to **[www.churches-together.org.uk](http://www.churches-together.org.uk)** for an up-to-date list. An updated list will also be available on the Hallam Diocese website too. Confirmation of full membership of Churches Together in England should be obtained via the Minister/Religious Leader's Reference on the additional information form.

## **PLACE OF RESIDENCE**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

## **LATE APPLICATIONS**

- 1) Late applications received by the Governing Body up to 30 November 2009 from parents who have moved into the area and were unable to meet the closing date will be included in the allocation of places made for the offer day.
- 2) All other late applications and any under point (1) above received after 30 November 2009 by the Governing Body will be dealt with after the offer day.

## **WAITING LIST**

- 1) If parents wish, names of children will automatically be placed on the waiting list for this school, when the child has been refused admission.
- 2) A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission number (or a higher admission limit where one has been set).

- 3) The waiting list will be established on the offer day.
- 4) The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
- 5) Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

### **FALSE INFORMATION**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

### **APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS 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 (or higher admission limit where one has been set).

*The parent will be offered a place*

- b) single admission to Reception Year where the year group is above the admission number (or higher admission limit where one has been set).

(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 not be offered a place.*

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the statutory limit on infant class sizes.

2 Years 1 and 2

- a) single admission to Year 1 or Year 2 where the year group is below the admission number, or what was the admission number, when the year group was the relevant year group (Reception), and the number on roll is below the net capacity of the school.

*(i) where the class into which the pupil would be admitted is below 30 the parent will be offered a place.*

*(ii) where the class into which the pupil would be admitted is at 30 or above the parent will not be offered a place.*

- b) single admission to Year 1 or Year 2 where the year group is below the admission number or what was the admission number when the year group was the relevant year group (Reception), and the number on roll is above the net capacity of the school.

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

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- (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 not be offered a place.*

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the statutory limit on infant class sizes.

- c) single admission to Year 1 or Year 2 where the year group is above the admission number or what was the admission number when the year group was the relevant year group (Reception).

- (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 the parent will not be offered a place.*

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the statutory limit on infant class sizes.

3 Years 3 to 6

- a) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year group, and the number on roll is below the net capacity of the school.

*The parent will be offered a place.*

- b) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year group, and the number on roll is above the net capacity of the school.

*(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 not be offered a place.*

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- c) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is above the admission number or what was the admission number when the year group was the relevant year group.

*(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 the parent will not be offered a place.*

- d) sibling admissions to Years 3 to 6 inclusive.

(i) Where the respective year groups are below the admission number or former admission number and the number on roll is below the net capacity of the school.

*The parent will be offered places.*

(ii) Where the respective year groups are below the admission number or former admission number and the number on roll is above the net capacity of the school.

- (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 places.*
- (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 not be offered places.*
- (ii) The respective year groups are above the admission number or former admission number.

*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 admissions the parent will be offered places.*

*Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admissions the parent will not be offered places.*

- (iv) One or more of the respective year groups is above the admission number or former admission number and the remainder of the year groups are below.

*Where the Governing Body determines that family circumstances outweigh the prejudice that would otherwise be caused by any or all of the admissions the parent will be offered places.*

- 4 Sibling admissions to an infant class (Reception to Year 2) and a junior class (Years 3 to 6).
  - (i) *for the application to the infant year group paragraphs 1 and 2 of this section will apply; and*
  - (ii) *for the application to the junior year group paragraphs 3a, 3b, 3c and 3d will apply.*
- 5 For sibling admissions to infant year groups paragraphs 1 and 2 of this section will apply.

#### **APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION**

- 1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:

FAO: Sarah McCarthy  
School Admissions  
BMBC  
Education Services  
Berneslai Close  
Barnsley S70 2HS

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

### **TIMETABLE**

Closing date for receiving applications : 13 November 2009

Offer day : 5 April 2010

### **DOCUMENTATION REQUIRED**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA
3. A copy of the child's baptism certificate if the applicant is Roman Catholic/baptised Christian.
4. Minister's reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information Form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information Form may affect the admission category your application is placed in.

Governing Body of St Dominic's Catholic Primary School  
November 2008