

Established 1873



Diocese of Hexham and Newcastle

St. Charles

RCVA Primary School

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ADMISSION POLICY 2016-17

The governing body of St. Charles R.C.V.A. Primary School is the Admissions Authority for this school. The governing body will admit, in September, up to the school's standard number of 30 pupils from the contributory parishes of All Saints, Ferryhill, Sacred Heart, Chilton and St. Charles, Tudhoe. This number will apply to the Reception year and every other year in the school.

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. Forms must be returned by the closing date set by the Local Authority.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Children who have an Educational Health Care Plan (EHCP) where the school is named as the most appropriate educational setting for the child will be admitted.

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 children who will have older siblings attending the school in September 2016)

1. Looked after Catholic children in the care of a local authority or catholic children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order. (see definitions).
2. Catholic Children whose home address is within the parishes served by the school.
3. Catholic Children whose home address is outside of the parishes served by the school.
4. Looked after children in the care of a Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order. (see definitions).
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other Faith traditions.
7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of a Local Authority

A looked after child is a child, who is in the care of a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time the application for admission to the school is made and whom the Local Authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002

A residence order is an order outlining arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians' (Section 14A children Act 1989)

3. 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.

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. In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school site entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN), which are national recognised datasets. The LA will not include any other routes. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point of the property to the closest point on the nearest route on the ITN/UPN.

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.

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 last day 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. Places 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 on 16 April 2016.

Revised November 2014

J. A. Reeves

Head Teacher