

St Christopher's RC Primary and Nursery School

RECEPTION ADMISSION POLICY AND ARRANGEMENTS 2024/2025

St Christopher's RC Primary is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside Local Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing **September 2024**, the Governing Body has determined that the number of children to be admitted to Reception will be **30**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website at **www.tameside.gov.uk**. If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form, which is available from the school.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the **following oversubscription criteria** will be applied:

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of Holy Cross and St Helen, Ashton.
5. Looked After Children and previously Looked After Children.
6. Other children who have a sibling in the school at the time of admission.
7. Other Baptised Catholic Children.
8. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured as detailed below. In the event of distances being the same for 2 or more applicants, places will be allocated by the following method used by Tameside Local Authority.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is **15 January 2024**. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- c. The school will admit all children having an Educational Health Care Plan (EHCP) in which the school is named.
- d. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the [appropriate diocesan authority] 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.

- e. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- f. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- g. A waiting list for children who have not been offered a place will be kept until the end of the Autumn term and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- i. If an application for admission has been turned down by the Governing Body, parents may 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.
- j. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- k. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- l. Children are eligible for a reception place from the beginning of the school year in which

they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the place be deferred until later in the year and if they do this the place will be held for the child. They cannot however defer until later in the year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.

m. 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.

If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. Please submit any application to the Headteacher, Addressing it to the Headteacher, St Christopher's Road, Ashton, OL69DP. You should also submit views of medical professionals as necessary.

A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the Admissions Team for further information. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

St Christopher's RC Primary and Nursery School

NURSERY ADMISSION POLICY AND ARRANGEMENTS 2024/2025

St Christopher's RC Primary is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside Local Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing **September 2024**, the Governing Body has determined that the number of children to be admitted to Nursery will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. If you wish to have your application considered against that school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school.

Nursery Admissions Procedure

Prospective parents should contact the school as soon as possible to be included on the Interest List. An Application Form will be sent to all parents on this list, and copies of the Form will also be available at the school. Parents must complete the Application Form in full and return it to the school no later than **28 February 2024**.

There is a single staggered intake (**over one week**) into the Nursery within the Early Years Foundation Stage in **September 2024**. Priority is given to parents who require full time places.

All Roman Catholic applicants will be required to produce a valid Baptism Certificate as evidence that the child has been baptised, **before 28 February 2024**. Parents' or other family members' baptismal or denominational affiliation to Roman Catholicism has no status in this respect, nor has a family history of attending St Christopher's.

Parents applying for a place on the grounds of specific medical or social reasons must provide written evidence from a doctor or other agency stating that he/she has exceptional needs which means that admission to St Christopher's School is essential. Reference may be made to the Community Health Physician, Social Services or the Educational Psychologist as appropriate.

Admission to the Nursery will be made by the Governing Body in accordance with the criteria published in Section 4 (below), following a strict order of priority. When the number of applications exceeds the 30 places available, the Governing Body will apply the stated over-subscription criteria. No criteria other than those stated in this document will be applied. All terms are clearly defined in the relevant sections below.

Notification to parents who have applied for a place will be issued by the school at the beginning of March so they can apply to other providers.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within three weeks from the date of the offer letter. If the place is not accepted, the place will be offered to the next applicant on the waiting list. Given the pressure for nursery places, parents are requested to advise the school at any stage, if an application is to be withdrawn or a place is not to be accepted for any reason.

Parents do not have the right of appeal against the decision of the Governing Body to refuse admission to Nursery. Children who are not offered a place in the Nursery may ask to be entered on the Waiting List.

As part of our Induction procedures, successful candidates will be invited to visit the Nursery with their parents during the term prior to admission.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children applying for 30 hour Full Time Nursery place living within the former parish of St Christopher's;
4. Baptised Catholic children applying for a 15 hour Part Time place living within the former parish of St Christopher's;
5. Looked After children and previously Looked After children.
6. Other children requesting a 30 hour Full Time Nursery place living within the former parish of St Christopher's;
7. Other children applying for a 15 hour Part Time place living within the former parish of St Christopher's;
8. All remaining applicants.

Age

Within each criterion, children are further sub-grouped in an age order, as follows: Priority will be given to children in the following order:

- 1 Children who will be 4 years old by 31st December 2024
- 2 Children who will be 4 years old by 31st March 2025
- 3 Children who will be 4 years old by 31st August 2025

Waiting List

When the school has allocated all of its 30 **nursery places**, it will operate a Waiting List. If a place does become available, this will be allocated to a child at the highest position on the Waiting List, according to the above criteria. Parents will be contacted on a regular basis to see if they wish to remain on the Waiting List. Please note that new arrivals who apply may have a higher priority under the oversubscription criteria, so they will be ranked higher than those who have been on the list for some time.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by [the method used by the local authority]. In the event of distances being the same for 2 or more applicants, places will be allocated by [method used by the local authority].

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is **28th February 2024**. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- 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, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Salford diocesan authority 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.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.