

**ST. MALACHY'S CATHOLIC PRIMARY SCHOOL,  
HALIFAX,  
HX2 8JY**

**ADMISSIONS POLICY 2011**

**Policy Statement**

St. Malachy's Catholic Primary School was founded by the Catholic church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number, then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. By applying to this school, parents or carers are declaring their support for the aims and ethos of the school.

The governing body has the responsibility for admissions to the school and intends to admit 30 pupils to Reception in the school year which begins in September 2011.

**Over-subscription Criteria**

*At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:*

1. Looked after children from Catholic families
2. Baptised Catholics who live in the parish of St. Malachy.
3. Other baptised Catholic children.
4. Other looked after children.
5. Children of other Christian denominations or of other faiths whose parents or Carers are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion or an appropriate religious Leader.
6. Other children.

Catechumens and members of an Eastern Christian Church are to be given priority next after baptised Catholics in each of the above categories (see notes).

*Where the offer of places to all applicants in any of the categories listed above would lead to over subscription, the following provisions will be applied.*

The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category (see notes).

### **Tie Break**

**Where the offer of places to all the applicants in any of the categories listed above would still lead to over subscription, the available places will be offered to those living nearest to the school. 'Direct distance' will be used as the measure. (see notes)**

### **Application Procedure and Timetable.**

Applicants are advised that in successfully processing applications the governing body needs BOTH the application forms described below to be completed and received at the correct addresses. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

Applications must be submitted by 31<sup>st</sup> October 2010 to the school (Mrs. Russell, St. Malachy's Catholic Primary School, Furness Place, Illingworth, Halifax, HX2 8JY) on the **Supplementary Information Form** attached to this policy. A standard Application Form, known as the **Common Preference Form** must also be completed and returned to the Local Authority (Shirley Pearson, Admissions, Children and Young People's Services, Northgate House, Northgate, Halifax, HX1 1UN) by 31<sup>st</sup> October 2010. Parents or carers will be advised of the outcome of their application on 1<sup>st</sup> March 2011. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right to an independent appeal panel.

### **Waiting Lists**

As well as their right of appeal, unsuccessful candidates can apply to be placed on a waiting list. This waiting list will follow the order of the over-subscription criteria set out above. Names are normally taken off the list after six months.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *'Special Educational Needs Code of Practice'*.

### **Notes (these notes form part of the over-subscription criteria)**

**'Catholic'** means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

**‘Catechumens’** are those children who have given 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. A letter from the Catholic priest preparing the child is required.

**‘Eastern Christian Church’** includes Orthodox Churches and is normally a certificate of baptism or reception from the authorities of that Church.

**‘Looked After Child’** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

**‘Siblings’ (Brothers and Sisters)** includes children with brothers and sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

**‘Twins or Triplets.’** Where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

**‘Parish Boundaries’** are as shown on a map available for inspection in the school.

**‘Direct Distance’** will be calculated using a straight line measurement from the pupil’s home to the closest designated school gate. Distances will be calculated using the Local Authority’s GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority’s GIS system and no other method of measuring distance will be considered. Each property has a co-ordinate taken from the Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.