

## **2013/14 - VOLUNTARY AIDED ROMAN CATHOLIC (VA RC) PRIMARY SCHOOLS ADMISSION POLICY**

### **(i) Admissions to Year R**

Applies to the following RC schools: The Cathedral School of St Mary, Holy Cross, Keyham Barton, St Joseph's, St Peter's & St Paul's.

The Catholic primary schools of Plymouth welcome applications from parents of children of all denominations and faiths and those of no particular faith background.

If there are more applications than the number of places available at the school in question, children will be admitted in order of the criteria below. Any child for whom the school is named on their Statement of Special Educational Need will be offered a place before all other applicants.

If you are applying for a place under any of criteria 1-7 below, you should also submit a Catholic School Supplementary Form to the school named on your Common Application Form. This will allow the governing body to ensure that places are offered strictly in accordance with the criteria.

### **The Criteria**

1. A looked after child.  
(Evidence: Local Authority confirmation)
2. A baptised Catholic child.  
(Evidence: baptismal certificate or signature of a Catholic priest confirming their knowledge of the child's baptism)
3. A child who will have a sibling in the school at the time their admission.  
(Evidence: the Supplementary Form will allow the name and class of a sibling to be given.)
4. A child whose normal residence is with at least one parent who is a baptised Catholic.  
(Evidence: parent's baptismal certificate or signature of a Catholic priest confirming their knowledge of the parent's baptism.)
5. A child who is a member of another Christian Church.  
(Evidence: signature of a designated minister of that church confirming the child's membership.)
6. A child who is a member of another faith tradition.  
(Evidence: signature of a designated minister of that religion confirming the child's membership.)

7. Children to whom the above criteria do not apply but who whose parent(s)/guardian(s) wish them to have a place at the school because they wish them to be educated within the Catholic Christian tradition.  
(Evidence: signature of parent/guardian testifying to this fact.)
8. Other children whose parent(s)/guardian(s) are seeking admission for them at the school.  
(Evidence: submission of the Local Authority's Common Application Form naming this school among their preferences.)

### **Notes:**

1. For applicants to the Cathedral School of St Mary, criteria 3 and 4 are reversed i.e. siblings are admitted under criterion 4 and non-baptised children of at least one Catholic parent become criterion 3.
2. Multiple births: defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

### **Tie Breaker**

- Where we have to choose between two or more children in the same category as each other, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the Code of Practice sections 2.28 – 2.30. This will be undertaken by the Chair of Governors in the presence of the headteacher by the operation of an electronic random number generator.

### **Definitions**

**Looked After Child** - This means a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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).

**'Sibling'** – This means 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.

Other Christian Churches – includes any Church fully affiliated to ‘Christians Together in England’.

Other Faiths: examples of faith traditions are Hinduism, Islam, Judaism, Sikhism.

Parents/Guardians and Family Members - A parent is any person who has parental responsibility for, or is the legal guardian of, the child.

**(ii) Voluntary Aided Roman Catholic (VA RC) primary schools – In-Year admissions**

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to the Plymouth LA. All In-Year admissions to the school will be made in line with Plymouth’s locally agreed In-Year Co-ordinated Admissions Scheme.

The oversubscription criteria that applies to the normal point of entry at Year R above applies also to in-year admission requests.

**VOLUNTARY AIDED ROMAN CATHOLIC SCHOOLS  
SUPPLEMENTARY INFORMATION FORM**

**SECTION 1:** This section should be completed for all applicants

Name of Child: ..... Date of Birth: .....

Does your child have a brother or sister currently in the school?  Yes  No (please tick)

If 'Yes', please give her/his name and current class.

Name: ..... Class: .....

N.B. Please consider the following sections in order. Once you have been able to answer 'yes' to a section (with the appropriate evidence or signature) there is no need to complete the rest of the form. Simply sign the declaration at the end of this sheet and return it to the school office.

**Please note, even if you are not able to answer 'yes' to any of the sections 2-7, the child for whom you are applying will still be admitted if there are sufficient places available.**

**SECTION 2:**

Is your child a baptised Catholic?  Yes  No (please tick)

If 'Yes', please attach a copy of her/his baptismal certificate to this form or ask an appropriate Catholic priest to sign the statement below.

**'I confirm that the child named on this form is a baptised Catholic.'**

Name of Priest: ..... Parish: .....

Signature: ..... Date: .....

**SECTION 3:**

Is at least one of this child's parents or guardians a baptised Catholic?  Yes  No (please tick)

If 'Yes', please ask an appropriate Catholic priest to sign the statement below or provide your own Baptismal Certificate (i.e. parent's Certificate). (Please see over page.)

**'I confirm that at least one of the parents of the child named on this form is a baptised Catholic.'**

Name of Priest: ..... Parish: .....

Signature: ..... Date: .....

**SECTION 4:**

Is this child a member of a Christian church/denomination other than Catholic?

Yes  No (please tick)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

**'I confirm that the child named on this form is a member of our church/denomination.'**

Name of Minister: ..... Title: .....

Church and location: .....

Signature: ..... Date: .....

**SECTION 5:**

Is this child a member of a faith community other than Christian? Yes No (please tick)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

**'I confirm that the child named on this form is a member of our faith community.'**

Name of Minister: ..... Title/Ministry:.....

Faith and local centre of worship: .....

Signature: ..... Date: .....

**SECTION 6:**

Please consider whether the statement below applies to you. If so, sign in the space below it. It is not essential to sign your agreement with this statement. Those whose parents do not feel able to sign will still gain admission to the school if there are places available.

'This child is not a member of any particular denomination or faith tradition but, as parents/guardians, I/we would like our child to be admitted to the school as it is our desire that s/he receives schooling within a Catholic Christian tradition.'

Signature of Parent/Guardian:.....

**Final Declaration: to be completed for all applicants.**

'I certify that, to the best of my knowledge, the information I have given in this form is accurate'

Name: .....

Signature: ..... Date:.....

Address .....Tel .....