

## **DETERMINED ADMISSION POLICY AND ARRANGEMENTS FOR 2015-2016**

- 1 St. Edmund's is a Catholic Primary School situated in the Archdiocese of Liverpool and is maintained by the Lancashire Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
  - the requirements of the law
  - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
  - its duty towards the school and the Catholic community it serves
  - the Catholic character of the school and its Mission Statement
  - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children living in the Parish of Skelmersdale.
4. Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework 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 asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.
5. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 21 pupils for the school year commencing September 2015.
6. Parents must complete the Local Authority application form (ADM2). Parents who wish their application to this Catholic school to be considered against the priority faith criteria

should also complete the supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. The ADM 2 should be forwarded to the Pupil Access Team at East Cliff JDO by 15 January 2015. The SIF should be returned to the school no later than 15 January 2015.

### **Notes**

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee which will consider all applications made in accordance with the criteria set out below.

Pupils who are admitted to the school will enter the reception class in September 2015.

As required by the law the Governing Body will not admit more than 30 pupils to any one reception or infant class.

Parents may wish to know that for entry in September 2014, the school was over subscribed.

### **St. Edmund's Catholic Primary School Over-subscription Criteria**

**Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria**

1. Baptised Catholic looked after children.
2. Baptised Catholic children living in the Parish of Skelmersdale.
3. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.

4. Baptised Catholic children living in other Catholic parishes.
5. Looked after children who are other than Catholic.
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
7. Children from other Christian denominations. Proof of Baptism in form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line from the front door of the house/flat to the main front door of the school with those living closer to the school receiving higher priority. In the event of a tied distance measurement between address points the local authority's system of a random draw will determine which address(es) receive the offer(s).

In rare cases where the distance tie break does not assist, for example due to twins/triplets in the same house or where there are two or more children with an exact distance measurement, where to admit further pupils would have class size implications, random selection will be used to determine the allocation of places.