



Loving minds ♥ hearts ♥ hands.

## ADMISSIONS POLICY

**Approved by:** FGB **Date:** 2/11/2020

**Last reviewed on:** 2/11/2020

**Next review due by:** 3 Years - Autumn term 2023

St Ambrose is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Manchester City Council 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 each School Year until further notice, the Governing Body has set its planned admissions number at 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 [www.st-ambrose.manchester.sch.uk](http://www.st-ambrose.manchester.sch.uk).

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. Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St Ambrose & St Bernadette's.
4. Baptised Catholic Children of permanent members of staff.
5. Other Baptised Catholic Children.
6. Looked After Children and previously Looked After Children.
7. Other children who have a sibling in the school at the time of admission.
8. All remaining applicants.

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 the method used by the local authority.

The Governing Body reserve the right to withdraw the offer of a place where false evidence is received in relation to baptism, sibling connections or place of residence.

## Notes for Applicants

a. 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.

b. All applicants will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January each year. 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.

c. Late applications will be considered in accordance with the Admissions Policy. They will be admitted if a place is available but placed on the standing waiting list if not available.

d. Each Catholic applicant will be required to produce a baptismal certificate. 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.

e. Parents should check carefully whether they are resident within the parish boundary of St Ambrose & St Bernadette's.

f. It is the duty of Governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30

g. If in any category there are more applications than places available priority will be given according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

h. If an application for admission has been turned down by the school, parents can appeal to the Governing Body. Parents must submit their reason for appealing in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. Any appeals will be responded to within five working days. If the school's decision is upheld, parents can appeal to an independent Appeals Panel. The decision of the independent appeals panel is binding upon the Governors.

i. Admission arrangements to the Reception class are separate from those for the Nursery.

j. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class. Although the admission arrangements for the Nursery are separate they are totally based upon the criteria in the School Admissions Policy.

k. 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.

l. '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.

m. 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.

n. 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.

o. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. 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. In September 2020 the DFE published advice to local authorities and school admission authorities. 'Advice on the admission of summer born children.' This advice replaces the previous statement.

p. The Governing Body is required to state arrangements in place for determining between applicants whose standing is exactly the same, (for example, exactly equal proximity to the school). Whilst doubting that such an eventuality would ever occur, the matter would be resolved by lot.

Review date: 3 Years - Autumn term 2023