



ADMISSIONS POLICY 2018/19

Shrewsbury Cathedral is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Shropshire Local Authority. **As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.**

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the curriculum. We ask all parents applying for a place here to respect this ethos and its importance in the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The co-ordination of admissions arrangements is undertaken by the Local Authority. All applications for Reception should be made online on the Shropshire website: www.shropshire.gov.uk. Parents unable to apply on line should contact the Admissions Team on 0345 678 9008. Application for places other than Reception should be made directly to the school.

For information there is no cost associated with the admissions process to any Shropshire LA maintained schools.

For the school's year commencing September 2016, the Governing Body has set its admissions number at **30**.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. Children who have a Statement of Special Educational Needs or Education and Health Care Plan (EHCP) which names Shrewsbury Cathedral Catholic Primary School as the appropriate school to meet those needs will be offered places. After that **all preferences listed in application will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order** where there are more applications for admissions than the school has places available.

- 1) Baptised Catholic Looked After Children and previously Looked After Children**
- 2) Baptised Catholic children who have a sibling in the school at the time of admission**
- 3) Baptised Catholic children from the parish of The Cathedral**
- 4) Baptised Catholic children from other parishes**
- 5) Non Catholic Looked After Children and previously Looked After Children**
- 6) Non Catholic children who have a sibling in the school at the time of admission**
- 7) Other non Catholic children**

a) All applicants will be considered at the same time and after **the closing date for admissions which is 15th January 2018.**

At Shrewsbury Cathedral School parents of pupils so admitted are invited to enrol them full-time in Reception in the September following their fourth birthday (children born between 01.09.13 – 31.08.14).

Parents may opt to defer entry until the start of the term after their child's fifth birthday if they wish. Summer term born children may either defer to the start of the spring or summer term as a Reception age child. Or they can defer until September after the child's 5th birthday, but the child would then be of Year 1 age, and therefore the offer of a place could not be held over and the parents would have to apply for a Year 1 place.

A Looked After Child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by the 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.

All Catholic applicants will be required to produce baptismal certificates.

It is the duty of governors to comply with class size limits at Key Stage One. (However the school may exceed the KS1 size regulations for excepted pupils as defined in the School Admissions Code e.g. twins and children from multiple births where one of the children is the 30th child admitted)

If category (3) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (3). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated (that two or more individual applications are exactly the same after all other criteria have been taken into account) a random lottery will be carried out in a public place. All names will be entered into a hat and the required number of names will be drawn out.

Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has the responsibility for the majority of school days in a week.

A sibling is defined as a brother or sister, half brother or sister, fostered or 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 of compulsory school age (i.e. 5-16 years). However, cousins or other relatives who take up temporary residence in a home to establish an "In catchment area" address will not be given priority under the sibling criterion. Older siblings must be attending the school on the date of application for the younger sibling and still expected to be attending the school on the day the younger sibling is due to start there.

All parents applying for admission to Reception year will be informed by letter sent by the Local Authority on behalf of the Governing Body and posted on the 16th of April, if their application has been successful.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available

but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions policy published by the Governing Body and Shropshire Council in the booklet "Parents' Guide to Education in Shropshire".

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents will be allowed 20 school days from the date of notification that their application was unsuccessful to submit the appeal. Parents must give reasons in writing and the decision of the Appeals Panel is binding on the Governors.

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

Adopted by Governors Spring 2017