



Normanby Road, South Bank,  
Middlesbrough TS6 6SP

### **ADMISSIONS POLICY & CRITERIA for 2016-2017**

St Oswald's Catholic Academy Trust is a Multi-Academy Trust consisting of four schools in the Catholic Diocese of Middlesbrough: St Peter's Catholic Voluntary Academy of Maths & Computing, St Gabriel's Catholic Voluntary Primary Academy, St Margaret Clitherow's Catholic Voluntary Primary Academy and St Mary's Catholic Voluntary Primary Academy. All schools in the Trust were founded for the education of Catholic children and it is the intention of the Governors that the Catholic character of each school will always be maintained.

The Board of Directors expects that parents/carers applying for places in any of these four schools will accept and uphold the Catholic character and ethos of the school.

#### **How and When to Apply**

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the **Supplementary Information Form**. All forms must be returned by the statutory closing date.

Admissions to the Nursery do not guarantee admission to that Primary school. Children attending Nursery are not given priority in allocation of a place to Reception.

Each Trust school is a voluntary aided school in which the Local Management Board of Governors is the admissions authority responsible for determining the Admission Policy and for administration of the process.

The planned admission numbers for September 2016 are as follows:

105 at St Peter's Catholic Voluntary Academy of Maths & Computing  
30 at St Gabriel's Catholic Voluntary Primary Academy  
47 at St Margaret Clitherow's Catholic Voluntary Primary Academy  
30 at St Mary's Catholic Voluntary Primary Academy

The partner parishes are the parishes of:

- St Andrew's, incorporating the churches of St Peter's and St Anne's
- St Gabriel's

The Admissions Policy criteria will be applied on an Equal Preference basis.

In administering the Admissions Policy the Governors will have due regard for the Catholic ethos of the Academy and will want to ensure that all applicants for admission clearly desire an education within that ethos and positively support our policies.



Normanby Road, South Bank,  
Middlesbrough TS6 6SP

### **Admission Date – Primary Schools**

The Local Management Board of Governors in the Primary schools will admit children into school in September of the academic year that they turn five.

### **Baptism**

Proof of Baptism is required from Catholic children who wish to apply. Applications from Christians of other denominations and children of other faiths must be supported by a baptism certificate and/or a statement of commitment from their minister or religious leader.

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Children with an Education Health & Care Plan (EHCP)**

A school that is named on a child's EHCP will admit that child.

### **Oversubscription Criteria:**

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

**(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2015).**

1. 'Children looked after' (in public care) from Catholic families and children from Catholic families previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. **St Peter's** – Baptised Catholic children from practicing families attending the Catholic primary schools of St Gabriel's, St. Margaret Clitherow's and St. Mary's  
**St Gabriel's** – Baptised Catholic children from practicing families who are resident in the Parish of St Gabriel's for whom St Gabriel's Voluntary Catholic Primary Academy is the nearest Catholic school  
**St Mary's** - Baptised Catholic children from practicing families who are resident in the Parish of St Andrew's for whom St Mary's Voluntary Catholic Primary Academy is the nearest Catholic school.  
**St Margaret Clitherow's** - Baptised Catholic children from practicing families who are resident in the Parish of St Andrew's, incorporating the churches of St Peter's and St Anne's, for whom St Margaret Clitherow's Voluntary Catholic Primary Academy is the nearest Catholic school.



Normanby Road, South Bank,  
Middlesbrough TS6 6SP

3. Catholic children whose home address is within the parishes of St Andrew's, incorporating the churches of St Peter's and St Anne's, and St Gabriel's.
4. Catholic children of members of school staff who have been employed at the Academy for two or more years at the time at which the application for admission to the school is made.
5. Other Catholic children.
6. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
7. Non-Catholic children who have siblings currently attending the school.
8. Other children of members of all school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
9. Children of other denominations, or of other Faiths whose application is supported by a Baptismal certificate or in writing by a minister of religion or an appropriate religious leader.
10. Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by professional advisors.  
Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, separation from friends.  
In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children. You are strongly urged to provide independent third party information (eg. from a professional person who knows or is involved with your child) in support of any exceptional long term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet your child's needs.  
The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by professional advisors as to whether or not your application falls into this category.
11. Other children.

#### **Additional Notes:**

##### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 5 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.



Normanby Road, South Bank,  
Middlesbrough TS6 6SP

## 2. Definition of Looked After Child in Public Care

A 'looked after' child is a pupil who is in the care of an LA or provided with accommodation by the Authority. (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002).

## 3. Definition of Sibling

Sibling refers to 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 and is in attendance at the same school on the date of admission.

## 4. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

## 5. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at school in that year.**

## Tie-Breaker

Where there are places available for some, but not all applicants within a particular criterion, with the first priority being given to siblings, then the distance from the home address to the school entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system), with those living closer to the school receiving the higher priority. If there is a tie break on straight line distance, then this will be decided using the walking distance.



Normanby Road, South Bank,  
Middlesbrough TS6 6SP

### **Right of Appeal**

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Headteacher at the Academy address in the first instance, who will explain the procedure.

### **Home Address**

It is the child's permanent address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/carer address at the time of application. The address of child-minder or other family members who may share in the care of your child should not be quoted as the home address. If a child spends time with both parents, the address used to apply the admission criteria will be the one where child benefit is paid to.

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on **the information provided at the time of application**. The waiting list will be open until the end of the Autumn term.

### **Application Information**

Places will be allocated by strict application of the above criteria. Parents will be notified as to whether or not their child has been allocated a place according to the Local Authority timetable.