



St Thomas of Canterbury R.C. Primary School



Admission Policy 2017

St. Thomas of Canterbury is a Roman Catholic Voluntary Aided Primary School established to serve the three contributory parishes of St. Thomas of Canterbury, St. Edmund and St. James the Great. The school is maintained by Bolton Local Authority and falls to the Trusteeship of the Diocese of Salford. The Governing Body is the admitting authority and its aim is to provide a Catholic education for every Catholic pupil resident in the three contributory parishes. A Catholic pupil means a pupil who is baptised Roman Catholic. The Governing Body intends to admit 60 pupils in the school year commencing September 2017, subject to the matters referred to below. The Governing Body will admit children having a statement of Special Educational Needs (SEN/D) or Education Health and Care Plan (EHC) in which St. Thomas of Canterbury School is named.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form 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 / previously Looked after Children.
2. Baptised Roman Catholic children who are resident in the contributory parishes with a sibling in school at the time of admission of the younger child.
3. Baptised Roman Catholic children who are resident in the contributory parishes.
4. Other Baptised Roman Catholic children with a sibling in school at the time of admission of the younger child.
5. Other Baptised Roman Catholic children.
6. Non Catholic Looked after Children / previously Looked after Children.
7. Non Catholic children with a sibling in school at the time of admission of the younger child.
8. Other children.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be calculated (by the shortest walking route) using the LA computerised measuring system from the front door of the child's address (including flats) to the main entrance of the school. In the event of distances being the same for two or more applicants and where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place and the required number of names will be drawn out.

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of parent/ carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

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).

A parent is any person who has parental responsibility for or who is the legal guardian of the child.

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Guidelines for Admissions

The Governing Body is the admissions authority. The Governors' Admissions Committee is comprised of four governors and an independent clerk.

New Intake Admissions:

- In the autumn term, all parents who have expressed an interest in a school place will be sent details of the LA co-ordinated admissions arrangements by Bolton LA.
- Parents must complete a common application form and express preferences for primary school admission.
- All applicants will be considered by the governors of St Thomas of Canterbury School at the same time in a fair way according to the published criteria.
- Parents will be informed of the governors' decision by Bolton LA.
- **An offer of a place does not guarantee a place for siblings in subsequent years.**
- Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, the applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

All Admissions:

Each Roman Catholic applicant will be required to produce a baptismal certificate (which is obtainable from the parish priest where the child was baptised.)

Parents should check carefully whether they are resident within the parish boundaries of St. Edmund's, St. James the Great and St. Thomas of Canterbury parishes.

All applicants resident in the parishes of St. Edmund's, St. James the Great and St. Thomas of Canterbury will be required to present proof of address, by supplying an original up-to-date utility bill.

The Governing Body reserves 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.

It is the duty of governors to comply with regulations on class size limits at Keystage 1. This means that normally the school cannot operate classes at the Foundation Stage and Keystage 1 of more than 30 children. The Governing Body may exceed Keystage 1 and Reception Class Regulations for twins and multiple births where one of the children is the 30th child admitted and the other(s) beyond that limit.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be calculated (by the shortest walking route) using the LA computerised measuring system from the front door of the child's address (including flats) to the main entrance of the school. In the event of distances being the same for two or more applicants and where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place and the required number of names will be drawn out.

Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

The term sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of parent/ carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

If the school is over-subscribed, a waiting list will be maintained until the end of the autumn term for the September intake.

Parents are asked to read and confirm receipt of the Governors' published Admissions Policy. The policy will be included on the school website.

A parent is any person who has parental responsibility for or who is the legal guardian of the child.

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published admission criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. In year applications may apply directly to the school using the Local Authority Common Application Form.

If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel at Pupil and Student Services, 1st Floor, Town Hall Bolton BL1 1RU Tel 331036. This appeal must be sent in writing within 20 days of notification of refusal. The date of notification will be two days after posting by first class post. The parents must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on the Governing Body.