

ST HELEN'S CATHOLIC PRIMARY SCHOOL
ADMISSIONS POLICY

CRITERIA FOR ADMISSION TO SCHOOL

Policy for the Academic Year 2018/2019

Introduction

St Helen's Catholic Primary School is a voluntary-aided Catholic school situated in the centre of Barry. The school is on two sites. St. Helen's serves the following Parishes in Barry and the Vale of Glamorgan.

St Helen's, Barry including Sully
Our Lady and St Illtyd, Llantwit Major
St Cadoc's, Cowbridge

Admission Number

The admission number to the Primary school is 44. In addition to the Admission numbers, Government legislation determines that no child aged 5-7 years will be in a class of more than 30 pupils as outlined in the Schools Standards and Framework Act 1998.

Oversubscription Criteria

If the Governing Body receives applications in excess of the 44 available places, it will apply the oversubscription criteria below in order to determine all applications.

Priority will be given to children who are Looked After by the Local Authority (LAC) in accordance with Section 22 of the Children Act 1989 **in each category**. Equal priority will also be given to previously Looked After children. (School Admissions Code 2013)

Priority will also be given to an applicant with a Statement of Special Educational Needs (SEN) which names St. Helen's Catholic Primary School.

1. Catholic children who have been baptised in the Catholic Church who will have a sibling on roll at St. Richard Gwyn Catholic High School on 1st September 2017. (Baptismal certificate required)
2. Catholic children who have been baptised in the Catholic Church. (Baptismal certificate required).
3. Christian children who have been baptised in another Christian

Denomination who will have a sibling on roll at St. Richard Gwyn Catholic High School on 1st September 2017. (Baptismal certificate or letter from a minister of religion required).

4. Christian children who have been baptised in another Christian Denomination. (Baptismal certificate or letter from a minister of religion required).
5. Children from other faiths who will have a sibling on roll at St. Richard Gwyn Catholic High School on 1st September 2017 where there is no provision for their children to attend a school of their own faith in the area (letter from minister of religion required).
6. Children from other faiths where there is no provision for their children to attend a school of their own faith in the area (letter from a minister of religion required).
7. Children, who will have a sibling on roll at St. Richard Gwyn Catholic High School on 1st September 2017, whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. Accompanying letter to be written to Governing Body clearly stating this aim.
8. Children whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. An accompanying letter to be written to Governing Body clearly stating this aim.

Tie- breaker

If the Governing Body is unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to children who live closest to the school; as measured by the shortest available walking route. A Geographical System (GIS) is used to calculate home to school distances.

Guidance Notes

To apply for a place at St Helen's Primary School, a parent/guardian **MUST** provide the following documentation: Baptism and birth certificates along with the admission application form which is available from the school. Proof of address should also be provided.

Siblings

For admission purposes, a sibling is a child who is the brother/sister, half brother/half sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

Multiple Births (e.g. twins or triplets)

If it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place or parents may wish to consider an alternative setting for all children.

Late Applications

Only applications received by the published closing date will be considered in the initial round of allocation of places. Application forms received after the published closing date will be processed in the same way, but will be considered only after all the applications received on time. This could mean that there may not be a place available at the School.

Waiting List

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30th of September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30th September in the year of admission. After this time the parents will be expected to make a further application for admission.

Right of Appeal

Details of the procedure to be followed if an appeal against any decision of the Governing Body on admission is contemplated may be obtained from the Clerk to the Governing Body,

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