

GOVERNORS ADMISSION POLICY TO ST.RICHARD'S R.C. PRIMARY 2019-2020

St. Richard's is a Roman Catholic Primary School in the trusteeship of the Diocese of Salford and is maintained by the Manchester Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic Faith and the Teachings of the Roman 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 to the school community. This does not affect the right of the parents who are not of the Faith of this school to apply for and be considered for a place.

To apply for a Nursery place parents should obtain an application form from the school. To apply for a place in Reception to Year 6, parents should obtain a Common Application Form from Manchester Local Authority - 0161 245 7166.

ADMISSION CRITERIA

n.b. THE SCHOOL DOES NOT OPERATE ON A FIRST COME FIRST SERVED BASIS.

Admission to the school will be made in accordance with parental choice, subject to the following criteria.

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Roman Catholic children who already have a brother or sister in St. Richard's School at the time of admission, and who reside in the parish of St. Richard's.
3. Other baptised Roman Catholic children who are resident in the parish of St. Richard's.
4. Other baptised Roman Catholic children who are resident in another parish.
- 5a. Other children requesting admission to the school, who already have a sibling in school at the time of admission.
- 5b. Other children requesting admission to the Reception Year, who attend St Richard's Nursery.
- 5c. Other children based on distance to school (distance is measured from the front door of the child's home address to the main school entrance).

* Brothers/sisters will also include step-brothers or sisters.

* Children of staff who work in the school, will be considered in each of the above categories; any decisions under this heading will not cut across the priority afforded to baptised Roman Catholic applicants.

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

* All applicants will be required to produce 2 proof of address documents and a passport for the child if they have one.

ALL children will start school in the September of the current academic year.

Children who will become four years of age between 1st September & 31st August will start in the NURSERY class.

Children who will become five years of age between 1st September & 31st August will start in the RECEPTION class.

In all cases, a letter will be sent to the parents of the children registered with the school administrator during the term before their child is due to start, inviting them to attend a meeting at school.

Admission arrangements to the Reception year are separate to those from the Nursery.

Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration for admission to the Reception class.

PARENTS/CARERS must complete a School Application Form (SAF) which is available from the Local Authority (LA) in the year prior to their child starting in Reception. This SAF must be submitted to the LA by the closing date as specified on the application form.

Parents/Carers must accept all policies drawn up by the Governors of St. Richard's School, e.g. uniform, behaviour, homework, etc..., and are expected to sign to this effect before their child is admitted to the school.

APPEALS PROCEDURE

If a child is refused admission to the infant or junior sections of school, then parents are informed of the appeals procedure.

- Stage 1: Appeals should be made using the LA appeal form. An appeal pack can be requested on 0161 245 7166.
- Stage 2: If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Independent Appeals Panel within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. Parents/Carers should give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

PUBLISHED ADMISSION NUMBER (PAN)

The PAN refers to the number of pupils in each year group.

The standard number at St. Richard's School for Nursery year is 52, Reception Year & Years 1 to 6 is 60 per year group.

OVERSUBSCRIPTION

The school operates a waiting list for each year group; pupils are added to the list according to their admission category. Parents are asked to complete the School Application for Admission and the Manchester Local Authority Common Application Form in accordance with the Co-ordinated Admissions Scheme.

The school conducts regular reviews of the waiting list; parents are notified of their child's place on the list and enquiries are made to check if places are still required.

CONSULTATION

The School consults on its Admission Policy with Salford Diocese, the Local Authority and with other schools in the locality.