

*St. Augustine's
Catholic Primary School*

Admissions

**Policy for Admission
For Admissions into School and Nursery
from September, 1st 2018**

The School Governors are the admissions authority for St. Augustine's Catholic Primary. St. Augustine's is a voluntary aided primary school for children between the age of 4 and 11. Our mission statement is:

'...to make the children who attend St. Augustine's feel cared for and secure in surroundings where Catholic values are practised, and where their gifts and abilities are recognised and developed, in an atmosphere of respect and friendship. In planning the curriculum we attend to the development of the whole child; the physical, intellectual, emotional, moral and spiritual.'

The maximum class size in Reception, Year 1, Year 2 & Year 3 is 45 children. There are 26 morning places in the Nursery. The total capacity, at present, of the school is 296.

There is no defined catchment area.

For first admissions into Reception Class, Parents are asked to complete a Norfolk Children's Services Preference form for entry into Reception during the academic year in which they are four years old. More information on how to make an application can be found on the Norfolk County Council Website:

http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions

Details of how to apply electronically or by using a paper copy of the form can be found on this website and also deadlines for applications and the date when the results will be published. It also details how to make a late application and how this will make a difference to your application.

During the Spring Term Children's Services send to the school a list of children whose parents have chosen the school as their first, second or third choice on this form. The Governors do not know in which preference the school has been placed.

For admissions into Reception Class, Children born between September 1st and February 28/29th start full time in September. Those born between March 1st and August 31st will be given the option to start either full time immediately or part time in September and then full time in January. Parents may choose to defer entry until their child is of statutory school age, which is the start of term following their 5th birthday. In any case the place must be taken before the end of the academic year for which it was originally accepted.

The school handles applications for the Nursery and an application form may be obtained from the school office or downloaded from the school website:

www.st-augustines.norfolk.sch.uk

The closing date for Nursery applications is the end of the Spring Term and Parents will hear if they have been successful before half-term at the end of May. Admission to the Nursery is completely separate from admissions into the rest of the school. **A PLACE IN OUR NURSERY DOES NOT GUARANTEE A PLACE IN THE SCHOOL.**

For entry into other years Parents should contact the school in the first instance. If a place is available Governors will make a decision based on the school's entry criteria taking into consideration all children on the

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waiting list for that class. If parents are unsuccessful the child's name will be placed on a waiting list until the end of the current academic year.

Parents* are asked to complete a supplementary information form (SIF) to support their application. This can be obtained from the school office. Applications for Catholic children must be supported by a copy of the child's baptismal certificate. It is not compulsory to complete this form and it is not a valid application form. It is used to provide additional information which the official NCC application does not collect. If you do not provide this extra information your child may be placed in the wrong category when applying the entry criteria. For first admission into Reception class the closing date for returning the SIF is the Friday before the spring half term in February.

Where the school is named in a statement of special educational needs, the Governing Body has a duty to admit the child to the school. Our policy is to then use the following criteria to decide on the allocation of places.

- 1) Baptised Catholic* Children in public care*.
- 2) Baptised Catholics with a sibling* already attending St Augustine's School at the time of admission.
- 3) Other baptised Catholic children.
- 4) Other Children in public care*.
- 5) Those with a sibling at the school at the time of admission.
- 6) Other non-Catholic children whose parents accept the religious ethos of the school.
- 7) Other children.

If all children within any of the above criteria cannot be offered a place, the highest priority will be given to children living nearest* to the school within that rule. To determine who lives nearest, distance will be measured on a straight line 'crow fly' basis.* If there is a tie when distance has been taken into account, then the place will be decided by the drawing of lots which will be performed by a member of staff not involved in the admissions process.

If the final place at the School is offered to a twin/triplet etc. and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s).

If parents are unsuccessful in their first application to Reception Class their child's name will be placed on a Waiting List held open until 31st December of the year of entry and they will be advised should a vacancy occur.

If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. Details of how to make an appeal will be enclosed with the notification of your offer from Children's Services. Please contact Admissions or the school for further details.

This policy is reviewed yearly by the Resources Committee, a subcommittee of the Local Governing Body of the SJB CMAT and ratified at a meeting of the Full Governing Body.

This criteria is used only for entry into the main school and is ignored for Nursery admissions.

*Please refer to Appendix 1 for definition of terms.

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Appendices

**Appendix 1
Definition of Terms.**

Roman Catholic

1. A child baptised in the Roman Catholic Church or baptised in one of the other rites whose members are in full communion with the Bishop of Rome. A copy of the child's baptism certificate is required as proof of membership of the Roman Catholic Church.
2. A child baptised in another Christian faith who has been received into full communion with the Roman Catholic faith. A letter from a priest will be required for proof.

A list of churches in full communion with the Roman Catholic Church is in Appendix 2.

Sibling

Brother/sister/sibling includes half or step siblings and other children of the same immediate household. Sibling must be a pupil at the school in the year of admission.

Address

By "child's address" we mean the place where your child usually lives or resides for the majority of the time. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment/defined area or if you use another address to give the impression that your child lives in the catchment/defined area so that you have a higher priority for a place at that school.

Distance

We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

Parent

A parent is any person who has parental responsibility for or is the legal guardian of the child. 'Family members' include only parents, as defined above, and siblings.

Children in 'Public Care' - Looked After Children

Those looked after by the state, according to relevant national legislation. Children who have previously been looked after children are also included in this category.

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Appendix 2

Churches in Full Communion with the Roman Catholic Church

- Coptic Catholic Church
- Ethiopic Catholic Church
- Maronite Church
- Syrian Catholic Church
- Syro-Malankara Catholic Church
- Armenian Catholic Church
- Chaldean Catholic Church
- Syro-Malabar Catholic Church
- Albanian Byzantine Catholic Church
- Belarusian Greek Catholic Church
- Bulgarian Greek Catholic
- Byzantine Church of the Eparchy Krizevci
- Greek Byzantine Catholic Church
- Hungarian Greek Catholic Church
- Italo-Albanian Catholic Church
- Macedonian Greek Catholic Church
- Melkite Greek Catholic Church
- Romanian Church United with Rome
- Russian Byzantine Catholic Church
- Ruthenian Catholic Church
- Slovak Greek Catholic Church
- Ukrainian Greek Catholic Church

Appendix 3

Contact Details

St. Augustine's Catholic Primary School
19 West End
Old Costessey
Norwich
NR8 5AG

Tel: 01603 743317
Fax: 01603 743833
Email: office@st-augustines.norfolk.sch.uk

www.st-augustines.norfolk.sch.uk

Norfolk County Council Children's Services
Admissions
Room 7
County Hall
Martineau Lane
Norwich
NR1 2DH

Telephone: 0344 800 8020
Fax: 01603 223722
Email: admissions@norfolk.gov.uk

[www.norfolk.gov.uk/Childrens_services/
Schools/School_admissions/index.htm](http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions/index.htm)