

DIOCESE OF CLIFTON

St Nicholas of Tolentine Catholic Primary School, Bristol Admissions Policy 2009/2010

1. St Nicholas of Tolentine is a Catholic voluntary aided primary school, which was established by the Church to serve the parish of St Nicholas of Tolentino. The governing body, acting in accordance with the Code of Practice and the Clifton Diocesan Policy Statement, is responsible for the admission of pupils.
2. The number of places available each year for admission to the school in the Reception Class is 30.
3. Applications for a place at the school should be made on Bristol LA's common admissions form and sent to Schools Admissions Department, (*School Admissions, PO Box 57, Council House, College Green, Bristol BS99 7EB*), by 24 October 2008. Bristol LEA will then send details of those children whose parents have expressed a preference for St Nicholas of Tolentine to the Headteacher at the school. All applicants to be asked to complete an additional information form to be returned to the Governors to enable them to apply the oversubscription criteria. In the event of oversubscription, the Governing Body will apply its criteria to the applicants and notify the LA of its decisions. Bristol LA will then notify parents on behalf of the governors of St Nicholas of Tolentine the end of Term Four 2009 (or locally agreed date).
4. A waiting list of unsuccessful applicants will be held until start of September term 2009 and then discarded. If places become available before then offers will be made in accordance with the order of priority in paragraph 5 below.
5. In the event of oversubscription (i.e. more applications than available places) places will be offered in accordance with the following order of priority.
 - 5.1 Looked After Children who are baptised Catholics.
 - 5.2 Baptised Catholic children who live in the parish of St Nicholas of Tolentino
 - 5.3 Baptised Catholic children who live outside the parish of St Nicholas of Tolentino and who do not have a Catholic primary school serving the parish in which they live or at whose parish school a place is not available.
 - 5.4 Looked After Children for whom a place is requested by the relevant person/authority
 - 5.5 Children of a Catholic parent(s) who live within the parish of St Nicholas of Tolentino.
 - 5.6 Children who will have a brother or a sister at the school at the time of their admission.
 - 5.7 Children of other Christian denominations who live within the parish of St Nicholas of Tolentino and whose parents are members of their church and have the written support of their minister.
 - 5.8 Children of other faiths living within the parish of St Nicholas of Tolentino whose parents desire that their children be educated within a Christian environment.
 - 5.9 Other applicants not in the above categories.

In Categories 5.1, 5.2 and 5.3 Baptismal certificates should be available for inspection.

A map of the parish of St Nicholas of Tolentino is available at the school.

Definitions

- (a) Brother and sister are defined as children who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family
- (b) Looked after children, as defined by Section 22 of the Children Act 1989.

6. **Casual (in-year) applications**, i.e. those which fall outside the normal admissions round, will be considered by Governors against the criteria listed in paragraph 5 above.

7 **Tiebreakers**

Where the number of applications in any category who have equal access to a place exceeds the number of places available, then distance between home and school as measured in a direct line using a computerised mapping system will be the final consideration. Those living nearest the school by this measure will have priority.

8 **Late Applications**

Applications received after the closing date given in 3 above but before the offer of places is made by the Governing Body will be considered in accordance with the priorities in 5 above if, in the opinion of Governors, there were good grounds for applicants not being able to meet the required deadlines.

9 In September 2006 the Governors received 23 applications which fell in the following categories:

5.2 (8) 5.5.(3) 5.6 (1) 5.7 (11)

and admitted 23 i.e. all applicants in categories 5.1 – 5.8 inclusive.

APPEALS PROCEDURE

10 Parents have the right to appeal against the refusal by the Governing Body to admit her child, and should put their appeal in writing to the Clerk to the Governors at the school (for in-year applications) within 14 days of receiving the letter of refusal. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.

11 **CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of St Nicholas of Tolentine, if a preference has been made for the school, before the school is named in the Statement.

(Revised March 2007)