

# The Holy Spirit Primary School

## Admissions Policy

The Holy Spirit is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Halton Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic Faith and the Teachings of the 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 parents who are not of the Faith of this school to apply for and be considered for a place here.

The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 20.

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 Cared for Children who are in the care of the Local Authority (Looked After Children), and Baptised Catholic children who were looked after but ceased to be so due to adoption, residence or special guardianship order.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of The Holy Spirit.
4. Baptised Catholic children resident in other parishes.
5. Non-Catholic Children who are in care of the Local Authority (Looked After Children), and non-Catholic children who were looked after but ceased to be so due to adoption, residence or special guardianship order.
6. Non-Catholic children who have a sibling in the school at the time of admission.
7. Other children.

## NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2018.
- b) All Catholic applicants will be required to produce baptismal certificates.
- c) It is the duty of Governors to comply with class size limits at Key Stage One.
- d) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance of flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of the distance being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. . All the names will be entered into a hat and the required number of names will be drawn out.
- e) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- f) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.
- g) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- h) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicant than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.
- i) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must allow at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connection or place of residence.