

Admission Policy for Catholic Primary Voluntary Academies in the Our Lady of Lourdes Catholic Multi-Academy Trust

Academy	Published Admissions Number	Parish(es) Served	Located within Local Authority
Blessed Robert Widmerpool Catholic Voluntary Academy , Listowel Crescent, Clifton, Nottingham NG11 9BH	30	Corpus Christi, Clifton	Nottingham City
Our Lady & St. Edward Primary & Nursery Catholic Voluntary Academy , Gordon Road, Nottingham NG3 2LG	30	Our Lady and St Edward, Nottingham	Nottingham City
St Patrick's Catholic Primary and Nursery School, a Voluntary Academy , Coronation Avenue, Wilford, Nottingham NG11 7AB	30	Our Lady and St Patrick in the Meadows, Nottingham Cathedral Church of St Barnabas, Nottingham	Nottingham City
St Augustine's Catholic Primary and Nursery School, a Voluntary Academy Park Avenue, Mapperley, Nottingham NG3 4JS admin@staugustines.nottingham.sch.uk	45	St Augustine, Apostle of England, Nottingham, Cathedral Church of St Barnabas, Nottingham	Nottingham City
St Teresa's Catholic Primary School Kingsbury Drive, Aspley, Nottingham NG8 3EP	60	St Teresa of Lisieux, Aspley, St Hugh of Lincoln, Bilborough, St Thomas More, Wollaton, The Assumption, Beeston.	Nottingham City
Our Lady of Perpetual Succour Catholic Primary and Nursery School , Piccadilly, Bulwell, Nottingham NG6 9FN	30	Our Lady of Perpetual Succour , Bulwell and Divine Infant of Prague, Bestwood Park	Nottingham City
St Mary's Catholic Primary and Nursery School , Beaconsfield Street, Hyson Green, Nottingham NG7 6FL	30	St Paul, Lenton Boulevard and St Mary, Hyson Green	Nottingham City
St Margaret Clitherow Catholic Voluntary Academy Bestwood Park, Nottingham NG5 5RS	30	Good Shepherd, Woodthorpe, (within the City boundary) Our Lady of Perpetual Succour, Bulwell and Divine Infant of Prague, Bestwood Park	Nottingham City
Holy Cross Catholic Voluntary Academy , Leen Mills Lane, Hucknall, Nottingham NG15 8BZ	30	Holy Cross, Hucknall	Nottinghamshire
Sacred Heart Catholic Voluntary Academy , Southcliffe Road, Carlton, Nottingham NG4 1EQ	30	Most Sacred Heart of Jesus, Carlton with St Bernadette's, Sneinton	Nottinghamshire
The Good Shepherd Catholic Voluntary Academy , Somersby Road, Woodthorpe, Nottingham NG5 4LT	60	Good Shepherd , Woodthorpe, (within the Gedling boundary)	Nottinghamshire
Holy Trinity Catholic Voluntary Academy , Boundary Road, Newark, Nottinghamshire, NG24 4AU	45	Holy Trinity Newark Our Lady of Victories, Southwell with St Anthony, Calverton	Nottinghamshire
St Joseph's Catholic Primary and Nursery School, New Ollerton. A Voluntary Academy , Main Road, Boughton, Newark, Nottinghamshire NG22 9JE	30	St Joseph's, New Ollerton	Nottinghamshire
St Patrick's Catholic Voluntary Academy , Lingforest Road, Mansfield, Nottinghamshire, NG18 3NJ	30	St Patrick's, Forest Town with St George's Rainworth	Nottinghamshire
St Philip Neri with St Bede Primary Catholic Voluntary Academy ,	60	St Philip Neri, Mansfield	Nottinghamshire

Rosemary Street, Mansfield, Nottinghamshire, NG19 6AA		Our Lady Help of Christians, Kirkby-in-Ashfield St Joseph the Worker, Sutton-in-Ashfield	
St Edmund Campion School, a Catholic Voluntary Academy , Tewkesbury Close, West Bridgford, Nottingham NG2 5NH	60	Holy Spirit, West Bridgford, Our Lady of Grace, Cotgrave, St Anne's, Radcliffe on Trent, Margaret Clitherow, Keyworth	Nottinghamshire
St Joseph's Catholic Primary School, A Voluntary Academy Langwith Road, Langwith Junction, Nottinghamshire, NG20 9RP	30	St Joseph's, Shirebrook with St Bernadette, Bolsover, and St Teresa, Market Warsop	Derbyshire

This policy will apply for admission into Reception Class for the academic year 2020-21.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The Our Lady of Lourdes Catholic Multi-Academy Trust is the admission authority for all the schools within the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle. Details are below:

Nottinghamshire: www.nottinghamshire.gov.uk

Nottingham City: www.nottinghamcity.gov.uk

Derbyshire: www.derbyshire.gov.uk

Application Procedure and Timetable

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 15th January.

In addition **all applicants wishing to apply for a place under a faith criterion** (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been specified, also, by the national closing date of 15th January.

For ranking within one of the faith criteria. If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

All Applications - How places are allocated

The Local Authority forward details of all applicants to the relevant school local governing body. Using the information on both the Common Application Form and the Supplementary Form, each school local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the school up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The

prescribed days are 31st December, 31st March and 31st August. The place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends school part-time until the child reaches compulsory school age.

Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that **if** the request is approved (see below on decisions on applications for 'admission outside of normal age group') they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

Admission of children outside their normal age group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your **home** local authority.

In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Late applications

Late applications will be administered in accordance with the Local Authority Primary Coordinated Admissions Scheme within which the school is located. You are encouraged to ensure that your application is received on time.

Late applications – Nottingham City

Nottingham City Council and the school local governing body may be willing to accept applications which are received late but before the date set by the Local Authority for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by Nottingham City Council up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the school local governing body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for primary school places received by Nottingham City Council after the specified date will be dealt with after the offer day.

Late applications - Nottinghamshire

Certain late applications submitted in the normal admissions round that are received by Nottinghamshire County Council up to the date set by Nottinghamshire County Council will be treated as on time. Such applications will be from parents or carers who:

- have moved into Nottinghamshire; or
- can establish at the time of completing the form that there were exceptional reasons for missing the closing date and were, therefore, unable to meet the published closing date.

School local governing bodies will treat such applications as on time where it is practical to include them in their first ranking. All other late applications for primary school places received by Nottinghamshire Local Authority after the specified date will be dealt with after the offer day.

Applications during the school year (In-Year Applications)

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the school local governing body for consideration.

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of the offer letter issue or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of the following term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of the decision letter.

Waiting Lists

Parents whose children have not been offered a place at a school in the normal admissions round will be added to the school's Waiting List unless they have been offered a place at a higher preference school. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please contact the school to request further details.

Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List. This means that your child's position on the Waiting List may change during the year.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

Parents must make a further application for a school place in respect of a later academic year and if a place is not available the child's name can be added to the Waiting List for that academic year.

Appeals

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the local school governing body by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The schools listed in this policy participate in the Fair Access Protocols operated by the Local Authorities within which they are located.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the school local governing body is considering applications for places, they must keep to the 30 limit. Parents do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

Applications for twins / multiple birth children

Where the final place available is offered to a child from a twin or multiple birth the school local governing body will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

Attendance at Nursery Attendance at the school's nursery or a pre-school setting on the site of the school does not guarantee that a place will be offered at the school and does not give any priority within the oversubscription criteria. In addition, for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

Fraudulent Information

The school local governing body reserves the right to withdraw the offer of a place or, if a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained on the basis of fraudulent or intentionally misleading information.

Oversubscription Criteria

Where a school has more applications than places available, the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (See Notes 1 and 2).
2. Catholic (see Note 2) children living in the parish(es) served by the school
3. Catholic (see Note 2) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children (see Note 1).
5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children not within categories 1-7.

First priority within the individual criteria will be given to applications for children who will have siblings (see Note 8) attending the school in years R - 6 at the proposed time of admission.

Distance Measurement

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the academy using the same method of measurement as used by the Local Authority within which the academy is located (see below).

Distance measurement – Nottingham City

Distance will be measured in a straight line (This will be calculated by Nottingham City Local Authority's computerised distance measuring software) from the centre of the school campus to a point at the pupil's home address identified by the Local Land and Property Gazetteer.

Distance measurement – Nottinghamshire

Distance measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated by Nottinghamshire Local Authority's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the same distance measurement is produced, the lower the number of the flat the closer it will be judged to be to the school.

Tie Breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the school local governing body will admit the additional child above the published admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the school.

Notes (these form part of the oversubscription criteria)

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in *section 8 of the Children Act 1989*, as amended by *section 12 of the Children and Families Act 2014*. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. *Section 14A of the Children Act 1989* defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. 'Catechumen' means a member of the catechuminate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

I I. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.

SUPPLEMENTARY INFORMATION FORM

Admission to Catholic schools within the Our Lady of Lourdes Catholic Multi-Academy Trust

If you are expressing a preference for a place for your child at a Catholic school within the Our Lady of Lourdes Catholic Multi-Academy Trust **and wish to apply under a faith criterion** you should complete this Supplementary Information Form and provide the evidence required.

- ✘ The completed Supplementary Information Form, together with any required evidence, (see below), should be **returned to the school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✘ If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for **each** school.
- ✘ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✘ **Remember** – you **must** also complete the **Common Application Form** provided by the Local Authority. When completing the Common Application Form it is important that you provide details of any **siblings** (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child's chance of being offered a place.

Name of school applying to:			
Surname of child:			
Forename(s) of child:		Date of birth	/ /
Parent(s) / carer(s) Full Name			
Child's home address		Postcode	
Telephone		Mobile	

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

PLEASE ALSO COMPLETE PAGE 2

Now complete the following by ticking the boxes which apply to your child.

	Faith Criterion Please tick ✓	Supporting Evidence Required (Legible photocopies are acceptable)	Supporting Evidence Enclosed * Please tick ✓
My child is a: Catholic		A Catholic Baptism Certificate or	
		A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.	
My child is a: Catechumen / Candidate		A certificate of reception into the order of catechumens or	
		A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a: member of an Eastern Christian Church		A Baptism Certificate or	
		A certificate of reception from the authorities of that Church.	
My child is a: member of another Christian denomination		A Baptism Certificate or	
		A Certificate of Dedication or	
		A letter of verification signed by the minister of religion for that church.	
My child is a: member of another faith		A Baptism Certificate or	
		A Certificate of Dedication or	
		A letter of verification signed by the religious leader of the community.	

* Extra supporting evidence may be requested if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

Your name(s) in BLOCK CAPITALS		
Your signature(s)		
Date		

For School use only

Evidence provided	Date	Criterion

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Our Lady of Lourdes Catholic Multi-Academy Trust wishes to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. As providers of Catholic education the Our Lady of Lourdes Catholic Multi-Academy Trust works closely with the Diocesan of Nottingham Education Service, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The person responsible for data protection within our organisation is Mrs Karen Rich (Data Protection Officer) and you can contact them with questions relating to our handling of the data. You can contact them via the email address: DPO@ololcatholicmat.co.uk
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about your individual rights you can refer to the St Thomas Aquinas Catholic Multi-Academy Trust's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by referring to the Complaints Procedure of the relevant school and which is published on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

By signing this form I confirm that I have read the Admissions Policy of the school applied for and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the offer of a place may be withdrawn even if the child has already started school.