

**Admissions Policy for Catholic Primary Voluntary Academies in  
The St Thomas Aquinas Catholic Multi-Academy Trust**

<b>Academies</b>	<b>Published Admission Number</b>	<b>Parish(es) served</b>	<b>Located within Local Authority</b>
<b>Holy Cross School, A Catholic Voluntary Academy</b> Parsonwood Hill, WHITWICK Leicestershire, LE67 5AT	30	Holy Cross, Whitwick	Leicestershire
<b>Sacred Heart Catholic Voluntary Academy</b> Beacon Road, LOUGHBOROUGH Leicestershire, LE11 2BG	30	Sacred Heart of Jesus, Loughborough  Part of St Gregory's Parish, namely Walton on the Wolds, and Barrow (with postcodes LE12 8xx).	Leicestershire
<b>St Clare's Primary School, A Catholic Voluntary Academy</b> Convent Drive, COALVILLE, Leicestershire, LE67 3SF	30	St Wilfrid of York, Coalville	Leicestershire
<b>St Mary's Catholic Primary School, A Catholic Voluntary Academy</b> Hastings Street, LOUGHBOROUGH Leicestershire, LE11 5AX	30	St Mary of the Annunciation, Loughborough  Our Lady of the Angels, East Leake	Leicestershire
<b>St Winefride's Catholic Voluntary Academy</b> Britannia Street, SHEPSHED Leicestershire, LE12 9AE	30	St. Winefrides, Shepshead  Our Lady of Mercy and St Philip Neri, Melbourne with Risen Lord, Castle Donington  Our Lady of the Angels, East Leake	Leicestershire
<b>St Charles' Catholic Primary School</b> Bosworth Road, MEASHAM Leicestershire, DE12 7LQ	17	Our Lady of Lourdes, Ashby St Charles Borromeo, Measham	Leicestershire
<b>St Francis' Catholic Primary School</b> Dalby Road, MELTON MOWBRAY Leicestershire, LE13 0BP	45	St John the Baptist with St Peter, Melton Mowbray Our Lady of Czestochowa, Melton Mowbray	Leicestershire
<b>St Peter's Catholic Primary School</b> Mill Lane, EARL SHILTON, LE9 7AW	30	Ss Peter & Paul, Earl Shilton with Our Lady and St Gregory, Market Bosworth St Pius X, Narborough	Leicestershire
<b>St Peter's Catholic Primary School</b> London Road, HINCKLEY LE10 1HJ	30	St Peter, Hinckley with St Martin, Stoke Golding	Leicestershire
<b>Sacred Heart Catholic Voluntary Academy</b> Mere Close, Leicester LE5 3HH	60	Sacred Heart and St Margaret Mary, Mere Road	Leicester
<b>St John Fisher Catholic Voluntary Academy</b> Shenley Road, WIGSTON Leicestershire, LE18 3QL	30	St Mary's, South Wigston and St John Bosco, Eyres Monsall Immaculate Conception, Oadby	Leicestershire
<b>St Joseph's Catholic Voluntary Academy,</b> Armadale Drive, Leicester LE5 1HF	40	St Joseph, Uppingham Road with Rosary, Nether Hall	Leicester
<b>St Joseph's Catholic Voluntary Academy</b> Coventry Road MARKET HARBOROUGH, LE16 9BZ	30	Our Lady of Victories, Market Harborough with St Mary, Husbands Bosworth	Leicestershire
<b>St Thomas More Catholic Voluntary Academy,</b> Newstead Road, Leicester LE2 3TA	40	St Thomas More, Knighton Road	Leicester
<b>Christ the King Catholic Primary School</b> Glenfield Road, Leicester LE3 6DF	90	Most Blessed Sacrament, Gooding Avenue, Mother of God, New Parks St Peter's, Hinckley Road.	Leicester City

<b>Holy Cross Catholic Primary School</b> Stonesby Avenue, Leicester LE2 6TY	30	St Edward the Confessor, Aylestone Road St Mary, South Wigston & St John Bosco, Eyres Monsall Holy Cross, Leicester	Leicester City
<b>St Patrick's Catholic Primary School</b> Harrison Road, Leicester LE4 6QN	30	St Patrick, Beaumont Leys Lane Our Lady of Good Counsel, Rushey Mead	Leicester City

This policy will apply for admission into Reception Class for the academic year 2022-23.

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 St Thomas Aquinas Catholic Multi-Academy Trust is the admission authority for all the schools and is responsible for determining the admissions policy. The admissions process is coordinated by the relevant Local Authority on behalf of the Trust.

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:**

Leicestershire: [www.leicestershire.gov.uk](http://www.leicestershire.gov.uk)

Leicester City: [www.leicester.gov.uk](http://www.leicester.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 15<sup>th</sup> 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 15<sup>th</sup> 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 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> 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 who wish to request to defer a place to later in the school year or to attend school part-time are advised they should agree this with the school prior to the start of the autumn term.

Parents of summer born children, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> 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. You are encouraged to ensure that your application is received on time.

### **Applications during the school year (In-Year Applications)**

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

**Dependent on the location of the school for details of the application process for In-Year Applications parents/carers should consult the relevant Local Authority website:**

Leicestershire: [www.leicestershire.gov.uk](http://www.leicestershire.gov.uk)

Leicester City: [www.leicester.gov.uk](http://www.leicester.gov.uk)

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 relevant 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 school local 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. Students allocated as place under Fair Access Protocols will take precedence over those on a Waiting List. The schools listed in this policy participate in the Fair Access Protocols operated by the Local Authority 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. However, in accordance with the School Admissions Code 2014 (2.15) additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. Parents/Carers 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 a 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 school local 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.

### **Children of UK service personnel (UK Armed Forces) and returning crown servants**

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

### **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 schools have 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 including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (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 including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (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 (after sibling priority) given to children who live nearest to the school using the same method of measurement as used by the Local Authority within which the academy is located (see below).

Leicester City: Measurement will be in a straight line from the front door of the child's home to the school's main entrance. For Christ the King Catholic Primary school the infant site address, Glenfield Road, Leicester LE4 6DF, will be used for distance measurements. Measurements will be supplied by Leicester City Local Authority.

Leicestershire: Measurement will be in a straight line from the point that the home property's front entrance (including flats) meets a public highway to the school's main designated front gate, using a computerised mapping system.

### **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 planned admission number. If however, and subject to the limited exceptional circumstances set out in the School Admissions Code 2014 (2.15) where additional children may be admitted, 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 Academy.

### **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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 catechumenate 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.

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