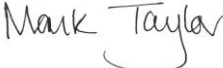


# ADMISSION POLICY FOR SAINT AUGUSTINE'S ROMAN CATHOLIC VOLUNTARY AIDED SCHOOL, SCARBOROUGH

**ACADEMIC YEAR 2018/19**

Document Status			
<b>Date of Next Review</b>	October 2017	<b>Responsibility</b>	School Improvement Group (SIG)
<b>Success Criteria for review completion</b>	November 2016	<b>Responsibility</b>	Head Teacher/Chair of Governors
<b>Date of Policy Creation</b>	January 2014	<b>Responsibility</b>	Head Teacher/Chair of Governors
<b>Date of Policy Adoption by Governing Body</b> January 2014		<b>Head Teacher Mr Mark Taylor</b> 	
<b>Method of Communication</b> <b>School Website :</b> <a href="http://www.st-augustines.n-yorks.sch.uk">http://www.st-augustines.n-yorks.sch.uk</a> <b>School Office</b> <b>Postal or email copies on request</b>		<b>Chair of Governors Dr. Dianne Swiers</b> 	

St Augustine's is a Roman Catholic school that believes that everyone is made in the image and likeness of God and called to an eternal destiny in Jesus Christ.

We respect, accept and care for all. As a Christ-centred, welcoming community we recognise and celebrate the uniqueness of every person. We strive to foster a love and joy of learning and develop in each child an awareness of their own spirituality.

This Admissions policy has been formally adopted by the Governing Body of St Augustine's RC School

The Planned Admission Number is for entry into Year 7 is **96**

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### **How and When to apply**

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form (SIF) available from the school and school website. All forms must be returned by the closing date set by the Local Authority.

### **Late Applications**

Any applications received after the closing date of 31<sup>st</sup> October 2017 will be accepted but considered only after those received by the closing date.

Children with an **Educational Health and Care Plan** which names our school in their plan will be admitted to the school

### **Oversubscription Criteria**

**Parents are asked to note that admission to Catholic Primary Schools is no guarantee of entry into St Augustine's School**

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## ACADEMIC YEAR 2018/19

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

1. Catholic Children who who are looked after or were previously looked after but ceased to be so because they became adopted or became subject to a residence order or special guardianship order.
2. Children who are baptised Roman Catholic (see note 1)
3. Other Children who are looked after or were previously looked after but ceased to be so because they became adopted or became subject to a residence order or special guardianship order.
4. Children of staff at the school (see note 2)
5. Children, who are not Catholic but have an older sibling (see note 3) attending the school in September 2018
6. Children, who are baptised or dedicated members of other Christian Churches.(see note 4)
7. Other children.

If applicants are seeking admission under criteria 1, 2, or 6 above, they will be asked to produce a certificate of Baptism or suitable equivalent, such as a letter of support from a Church Leader.

### ADDITIONAL NOTES

- 1. Definition of Catholic**  
Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1 or 2 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.
- 2. Children of All school Staff**  
Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3. Definition of Sibling**  
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the 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 that sibling.

Where an application is received for multiple births and only one place is available, governors will endeavour to offer places to all the siblings, where Health and Safety considerations will allow.

# ADMISSION POLICY FOR SAINT AUGUSTINE'S ROMAN CATHOLIC VOLUNTARY AIDED SCHOOL, SCARBOROUGH

ACADEMIC YEAR 2018/19

## 4. Christian Churches in England

See

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

All applicants seeking admission under criteria 6 will be required to provide a baptismal certificate or a letter confirming their baptism.

## 5. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor with those living closer to the school receiving the higher priority. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance.

## 6. Right of Appeal

Where a parent has been notified that a place is not available for a child, the Local Authority will make every effort to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

## 7. Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

## 8. Waiting List

If your child has not been awarded a place, they will be placed on a waiting list. If a place becomes available priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until **31 December** of each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority **will not** be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list.

## 9. Application Information

Formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 1 March or the first working day after this if the 1<sup>st</sup> is a Saturday or Sunday.