



ST HERBERT'S R.C. PRIMARY SCHOOL

Admissions Criteria

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives, subject to the following criteria which will be used to form a priority order if there are any more applications for admission than the school has places for.

The current Pupil Admission Number for St. Herbert's School is 40.

NB – Roman Catholic children must produce a copy of their Baptism Certificate on application. Parish – St Herbert's parish Boundaries as laid down by Salford Diocese.

1. Baptised Roman Catholic children who are or have been in public care.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St Herbert's.
3. Baptised Roman Catholic children resident in the parish of St Herbert's.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other children who are or have been in public care.
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.

NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest, foundation governor, Headteacher, parent governor and independent clerk.
- b) In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet' which gives details of the LA coordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.
- c) Parents must complete a common application form and express a minimum of 3 preferences for primary school admission. The closing date for all applications is enclosed in the booklet. All applications will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the governors' decision by Oldham LA. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f) Parents should check carefully whether they are resident within the parish boundaries of St. Herbert's. A map illustrating parish boundaries is available at the school.
- g) All applications resident in the parish of St. Herbert's will be required to provide proof of address by supplying an original up-to-date utility bill or family credit book.
- h) It is the duty of the governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- i) Where any category would be over subscribed using the above criteria, the children to be admitted will be determined by proximity to school using a straight line measurement from home post code to school post code. The Local authority will determine this distance using a suitable GIS facility.
- j) Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- k) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- l) If the school is over-subscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.

- m) Late applications will be considered in accordance with the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- n) If a child has a EHC/statement of special needs naming a specific school there is a duty for the school to admit the child.
- o) Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence is essential, e.g. from a doctor, psychologist or social worker. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- p) Any parent deferring or delaying entry to a school reception class should refer to the LA's Policy, available on the Oldham Council website – www.oldham.gov.uk/admissions.
- q) Parents are asked to read and confirm receipt of the governors' published admission policy. Any changes to be policy will be circulated to all applicants on file for subsequent years.
- r) If any application for admission has been turned down by the governing body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the clerk of governors at the school within 14 days of the notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.