

**St Anthony's Catholic School, Beeston, Leeds**  
**Admission Policy September 2009-August 2010**

Saint Anthony's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is managed by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. In expressing a preference for St Anthony's parents or guardians are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to Reception in the school year which begins in September 2009.

**Over-subscription criteria**

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

- 1 Looked after children from Catholic families
- 2 Baptised Catholics who are resident in the parish of St Anthony of Padua
- 3 Other Baptised Catholic children
- 4 Other looked after children
- 5 Other children with a brother or sister at St Anthony's who will still be on roll at the time when the younger child starts.
- 6 Children of other Christian denominations or of other Faiths whose application is supported by a minister of religion or an appropriate religious leader
- 7 Other children whose parents support the aims and ethos of the school

Catechumens and members of an Eastern Christian Church are to be given priority next after baptised Catholics in each of the above categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied.

If there is an older brother or sister on roll when the younger child is due to start in September, it will increase the priority.

### **Tie Break**

Where the offer of places to all the applicants in any of the over-subscription criteria, listed above, would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. "Straight line distance" will be used as the measure.

### **Application Procedures and Timetable**

Applicants are advised that in successfully processing applications the governing body needs BOTH the forms described below to be completed and received at the correct addresses. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria. Both forms should be returned to:-

St Anthony's Catholic Primary School  
Barkly Road  
Beeston  
Leeds LS11 7JS

Applications must be submitted by October 17<sup>th</sup> to the school address above. A standard application form, known as the Common Preference Form must also be completed and can be returned to the Education Leeds Admissions, by October 17<sup>th</sup>. Parents or carers will be advised of the outcome of their application on March 1<sup>st</sup>. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above, and advised of their right of appeal to an independent appeal panel.

Parents will be notified of the outcome of their applications in a letter sent on 1<sup>st</sup> March. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Waiting lists**

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. The waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list after six months.

### **Pupils with a Statement of Special Educational Needs**

The admission of children with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure concerns the making and maintaining statements by the pupil's home Local Education Authority. Details of this procedure is set out in the Special Educational Needs Code of Practice.

### **Notes (these form part of the over-subscription criteria)**

**“Catholic”** means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

**“Catechumens”** are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship with a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

**“Eastern Christian Church”** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**“Looked After Child”** has the same meaning as in Section 22 of the Children's Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. child with foster parents).

**“ Siblings (brother and sister)”** includes children with brothers and sister (including step-brothers or sisters residing at the same address), of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

**“Twins or triplets”** – where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

**“Parish Boundaries”** are shown on a map available for inspection at school.

**“Straight Line Distance”** In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure have priority. The distance measured will be from the middle of the applicant's house to the centre of the main school building.