

Admissions Policy 2023 - 2024



Our Lady and St. Oswald's Catholic Primary School

APPROVED BY GOVERNORS ON: October 22

RESPONSIBLE PERSON: Headteacher

Our Lady & St Oswald is a Catholic Primary School under the Trusteeship of the Diocese of Shrewsbury. It is maintained by Shropshire Local Authority (LA). As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all Parents/Carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of Parents/Carers who are not of the Faith of this school to apply for and be considered for a place here.

All applications should be made online via the Local Authority's website:

www.shropshire.gov.uk. Anyone unable to make their application online should contact the LA Admissions Team on 01743 254394. **ADDITIONALLY:** Parents/Carers must also complete the attached **Supplementary Information Form (Form A)**. **It is important that this form is sent direct to the school along with a copy of the child's original Baptismal Certificate at the time of completing the Local Authority application.**

For the school year commencing September 2023 the Governing Body has set its Admission number at 20.

Admission to the school will be made by the Governing Body. Children who have a Statement of Special Educational Needs or Education and Health Care Plan (EHCP) which names Our Lady & St Oswald's Catholic Primary School as the appropriate school to meet those needs, will be offered places regardless of the following criteria. After that all preferences listed in application will be considered on an equal basis with the following set of Admissions Criteria, forming a priority order where there are more applications for admissions than the school has places available:

- 1) 'Looked after children' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Baptised Catholic children from the parish of Oswestry
- 3) Baptised Catholic children from other parishes
- 4) Other Non-Catholic children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above

- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above

NOTES

(A) All applicants will be considered at the same time and after **the closing date for Admissions which is January 15th 2023.**

At Our Lady & St Oswald Catholic Primary School Parents/Carers of pupils so admitted are invited to enrol them fulltime in Reception in the September following their fourth birthday (children born between 01/09/18 and 31/08/19). Parents/Carers may opt to defer entry until the start of the term after their child's fifth birthday if they wish. Summer term born children may either defer to the start of the spring or summer term as a Reception age child. Alternatively, they can defer until September after the child's 5th birthday, but the child would then be of Year 1 age, and therefore the offer of a place could not be held over and the parents would have to apply for a Year 1 place. All applicants will be required to produce a Birth Certificate for the relevant child.

(B) All Catholic applicants will be required to produce baptismal certificates which should be handed in to the school at the time of application for admission.

(C) A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

(D) It is the duty of Governors to comply with class size limits at Key Stage One.

(E) If category (3) is oversubscribed, the children who satisfy (2) and (3) will have priority over children who satisfy only category (3). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured as a straight line by the Local Authority using a computerised mapping system. The system pinpoints the easting and northing of the home address and the nearest appropriate entrance gate to the school, with

those living nearest the school having priority. Where the address is in a block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance. In the event of distances being the same for 2 or more applicants, where this distance would decide the last place/s to be allocated (that is 2 or more individual applications are exactly the same after all other criteria have been taken into account) a tie-breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

(F) An older sibling is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit of compulsory school age (i.e.5-16 years). Adopted siblings are also included. However, cousins or other relatives who take up temporary residence in a home to establish an “In catchment area” address will not be given priority under the sibling criterion. Older siblings must be attending the school on the date of application for the younger sibling and still expected to be attending the school on the day that the younger sibling is due to start there.

(G) In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

(H) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school would be essential to satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or reports from a doctor or social worker.

Notification of Allocations:

All Parents/Carers applying for Admission to Reception year will be informed by letter, sent by the Local Authority on behalf of the Governing Body, on April 16th 2023

Unsuccessful Applications:

If an application for admission has been turned down by the Governing Body, Parents/Carers can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days of refusal. Parents/Carers must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors. A copy of Shropshire Council’s Policy can be found in the “Parents’ Guide to Education in Shropshire” booklet, which is available on Shropshire Council’s website www.shropshire.gov.uk, in local libraries or in school.

Late Applications:

Late applications will be treated as per the admissions arrangements published by Shropshire Council in the booklet "Parents' Guide to Education in Shropshire".

Waiting Lists:

Shropshire LA operates a Waiting List for children who have not been offered a place either as a result of being a late applicant, or being refused a place due to oversubscription. This will be ranked according to the Admissions Criteria. (A waiting list will run for the relevant Academic Year - see the "Parents' Guide to Education in Shropshire" for further details of the Waiting List arrangements.)

Mid-term/In Year Applications:

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the headteacher, Mrs O'Dwyer, by phone - 01691 652849 or email: admin@osoprimary.co.uk or via the website: www.osoprimary.co.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fraudulent or Misleading Information:

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.



ADMISSION TO OUR LADY & ST OSWALD'S CATHOLIC PRIMARY SCHOOL
Upper Brook Street, Oswestry, Shropshire SY11 2TG

'With Christ at our centre; we live, love and learn together to be the best we can.'

ADMISSION TO OUR LADY & ST OSWALD'S CATHOLIC PRIMARY SCHOOL
Supplementary Information Form

Please complete in BLOCK CAPITALS this Supplementary Form and return it direct to the School as soon as possible. This is in addition to completing the Shropshire Authority Admissions Application Form which you should send direct to Shropshire Authority.

Surname of Child	Forename(s)
Date of Birth	Name of any siblings currently attending Our Lady & St. Oswald Catholic Primary School
Date from which you wish your child to attend school	
Year group into which you wish your child to be admitted	
Address of child	
Your Telephone Number(s)	
Your email address	

Is your child	<u>For Baptised Roman Catholics:</u>
Baptised Roman Catholic <input type="checkbox"/> Non Catholic <input type="checkbox"/>	Month and Year of Baptism:
	Parish:

Please return this form together with the original Baptism Certificate to:
 The School Office,
 Our Lady & St Oswald's Catholic School, Upper Brook Street, Oswestry, Shropshire SY11 2TG

Signed	Name (Please Print)
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Relationship	Date
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