



DE LA SALLE SCHOOL

# ADMISSION ARRANGEMENTS 2018/19

Status	Statutory
Responsible Governors' Committee	Full Governing Body
Responsible Person	Chair of Governors
Ratified Date	January 2017
Review Date	N/A

**DE LA SALLE**  
**ADMISSION POLICY AND ARRANGEMENTS 2018/2019**

DE LA SALLE is a Catholic School under the trusteeship of the De La Salle Brothers. It is maintained by St Helens Council. 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 admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 240.

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete their home Local Authority Preference Form or apply online via the relevant Local Authority website. If you are a St Helens resident and wish to have your application considered against the School's faith/denomination criteria then you should complete the faith questions on St Helens Preference Form. Other local authority residents should forward the documentary evidence that is requested to the School. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children living in the designated Parish(es) and attending a Catholic primary school of a designated Parish (see table below).

Parish	Primary School
Corpus Christi	Corpus Christi
Our Lady, Portico	1. St. Austin's 2. Our Lady's, Prescott
Former Parish of Sacred Heart	1. St. Austin's 2. St. Teresa's
St. Austin	1. St. Austin's 2. St. John Vianney's
St. Bartholomew	St. Bartholomew's
St. Julie	St. Julie's
St. Teresa	St. Teresa's
St. Thomas of Canterbury	St. Thomas of Canterbury

3. Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
4. Baptised Catholic children living in the designated Catholic Parishes but attending another Catholic primary school.
5. Baptised Catholic children living in Parishes other than the designated Parishes, who attend a Catholic primary school of a designated Parish.
6. Baptised Catholic children living in Parishes other than the designated Parishes and who attend other Catholic schools.
7. Baptised Catholic children living in the designated Catholic Parishes but attending a school other than a Catholic primary school.
8. Baptised Catholic children living in Parishes other than the designated parishes but attending a school other than a Catholic primary school.
9. Children, other than Catholic, who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
10. Children attending a Catholic primary school of a designated Parish.
11. Children whose parents express a preference for a place at the school.

### **Tie Break**

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. The measurement shall be undertaken by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

### **Notes:**

- a. All applications will be considered at the same time and after the national closing date for admissions. Applications (including agreed change of preferences) submitted after the closing date will only be considered alongside those who applied on time, when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.
- b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live. The Local Authority will use the address of the parent who is in receipt of Child Benefit for this. If parents are separated and the child spends time at each parent's address, the address which receives child benefit will normally be used, but the Authority reserves the right to request other proofs as fit the individual circumstances. It may be necessary for the Authority to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address, e.g. Council Tax or utility bills.
- e. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the

waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.