

ADMISSION FORUM – 24 NOVEMBER 2009

OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL, WITNEY

Admissions Policy for the school year 2011-12

Our Lady of Lourdes School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government; and it seeks at all times to be a witness to Jesus Christ.

The admissions process is part of the Oxfordshire Local Authority co-ordinated scheme.

The Admissions Policy of the Governors of Our Lady of Lourdes School is as follows:

The School's Admission Number for the school year beginning in September 2011 is **30**. This reflects the net capacity of the school; and is the maximum number of children turning five years of age between 1st September of any calendar year and 31st August of the following calendar year who can be admitted during the school year beginning on that 1st September.

If the number of applications exceeds the admission number, the Governors will consider applications according to the following order of priority (*but see Note 1 on Page 2 below*) :

1. Baptised Catholic children (*see Note 2 on Page 2 below*) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
2. Baptised Catholic children (*see Note 2 on Page 2 below*) living within the Parishes of Our Lady and St Hugh in Witney and St Peter in Eynsham who have a brother or sister (*see Note 3 on Page 2 below*) in the school at the time of admission
3. Baptised Catholic children living within the Parishes of Our Lady and St Hugh in Witney and St Peter in Eynsham
4. Baptised Catholic children living outside the Parishes of Our Lady and St Hugh in Witney and St Peter in Eynsham who have a brother or sister in the school at the time of admission
5. Baptised Catholic children living outside the Parishes of Our Lady and St Hugh in Witney and St Peter in Eynsham
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children.

OVER-SUBSCRIPTION

If there is over-subscription within a category, the Governors will give priority to children whose home is closest to the school by the nearest designated public route as defined by the Geographic Information System of the Directorate for Children, Young People & Families. (*See Note 4 on Page 2 below.*)

When because of over-subscription within a category, the Governors cannot offer places for every one of a group of children from a multiple birth (such as twins or triplets) for whom an application for a place at the school has been made and whose home is at the same address, then the Governors will determine by lot the child or children from that group for whom they will offer a place.

When there is over-subscription within a category, and the homes of two or more children within that category for whom an application for a place at the school has been made (other than children who are

a group of children from a multiple birth and whose home is at the same address) are at exactly the same distance from the school as defined by the Geographic Information System mentioned above, then the Governors will determine by lot the child or children living at those equidistant homes for whom they will offer a place.

Note 1

Children with a Statement of Special Educational Needs that names Our Lady of Lourdes School must be admitted to the school. This will reduce the number of places available for other applicants.

Note 2

Evidence of Catholic Baptism or Reception into the Church will be required. For the definition of a “baptised Catholic”, see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Note 3

The definition of a brother or sister is:

- *A brother or sister sharing the same parents; or*
- *A half-brother or half-sister, where two children share one common parent; or*
- *A step-brother or step-sister, where two children are related by a parent’s marriage; or*
- *A child adopted by the same parent(s), or fostered by the same parent(s).*

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence. Documentary evidence may be required.

AGE OF CHILDREN AT ENTRY TO SCHOOL

Children must, by law, start school no later than the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school up to that time. Parents may discuss this with the Head Teacher.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may do so by writing to the Chairman of Governors, who will ensure that the independent process for such appeals is put into effect.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of any parents’ application for their child or in the circumstances of the school, the Governors will not consider a repeat application in the same academic year.

LATE APPLICATIONS

Applications received after the closing date will be considered by the Governors alongside those received by the closing date under the following circumstances:

- *The family were unable to complete an application form before the closing date because they moved into the school’s parish area after the issue of application forms OR*
- *The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.*

These and other late applications will be co-ordinated through the scheme operated by the Oxfordshire Local Authority; and that Local Authority can provide further information about the working of that co-ordinated scheme.

APPLICATIONS FOR ENTRY TO SCHOOL DURING A SCHOOL YEAR

Such “in-year applications” made for children at all stages of primary education will be considered by the Governors, in co-ordination with the Oxfordshire Local Authority, according to the order of

priority set out in this Admissions Policy, and according to the number of places available in the relevant year-group(s). In exceptional circumstances, one additional place in each year group may be made available for a “vulnerable child”. The Governors’ practice document called “Protocol for the In-Year Admission of Vulnerable Children” sets out those circumstances.

APPENDIX I

DEFINITION OF A “BAPTISED CATHOLIC”

To establish clarity, consistency and fairness in the application of Criteria for Admissions to Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for Governors who formulate and apply the criteria for admissions.

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (e.g. the Latin Rite, the Byzantine Rite, the Coptic Rite, the Syriac Rites, etc. — 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. (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated 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 baptism and 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 (Cf. *Rite of Christian Initiation*, 399).

*WRITTEN EVIDENCE OF BAPTISM

The Governing Bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the child’s full name, the date of birth, the date of the child’s baptism or reception, and the name(s) of the parent or parents. The certificate must also show that it is a true copy of the records kept by the parish or other place of baptism or reception.

A child of parents who would have difficulty for a good reason in obtaining written evidence of that child’s baptism may still be considered as a baptised Catholic, but only after the parents have been referred to their parish priest, who, after consulting the Vicar General, will decide how the questions about that baptism are to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear or the destruction of the church and its original records, and those whose child’s baptism was administered validly but not in the parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not make it sufficiently clear that a person was baptised or received into the Catholic Church (for example, when the name and address of the church where the baptism took place is not on the certificate of baptism, or when it is not clear from the name of that church whether it is a Catholic church or not.)

APPENDIX II

Description of the external boundary of the contiguous Catholic parishes of Witney and Eynsham, with an outline map

Witney parish, starting in the north-west at **Farfield Corner** (Leaffield):

- (1) South along the **lane skirting the telegraph station** to the Fordwells Road;
- (2) South along the **Fordwells and Asthall Leigh Road** to the Swinbrook Road in Asthall Leigh (but including all of Fordwells and Asthall Leigh and the road between them);
- (3) West along the **Swinbrook Road** to the Brize Norton Road at Worsham Turn;
- (4) South along the **Brize Norton Road** across the River Windrush and the A40 Road to the pylon line about $\frac{3}{4}$ mile north of Brize Norton;
- (5) South-east along the **pylon line** to the Curbridge/Lew Road;
- (6) South-east along the **Low Road** (A4095) to the Yelford Road;
- (7) South-east along the **Yelford Road** to the pylon line 300 yards west of Yelford;
- (8) South along the **pylon line** to the Diocesan Boundary (the River Thames) at Langley's Weir;
- (9) East along the **Diocesan Boundary (the River Thames)** to the Standlake Road at Newbridge;

Eynsham parish, starting at **Newbridge (the Standlake Road)** over the River Thames:

- (1) East and north-east (downstream) along the **Diocesan Boundary (the River Thames)** to the branch of the river above King's Weir at Pixey Mead;
- (2) North and east along the **branch of the river above King's Weir** to the Oxford Canal at Duke's Lock House;
- (3) North along the **Oxford Canal** to the formation of the abandoned railway link between Hanborough (Oxford-Worcester line) and Islip (Oxford-Bicester line);
- (4) West along that **abandoned railway link** to join the **Oxford-Worcester railway line**, and thence north-westwards along the railway line to Whitehill Bridge;
- (5) South from Whitehill Bridge along the **lane skirting the west boundary of the site of the North Leigh Roman villa**, to Upper Riding Farm on the East End/Wilcote Road;

Witney parish, starting at the gate of **Upper Riding Farm** on the East End/Wilcote Road:

- (10) North-west along the **East End/Wilcote Road** to join the Finstock/Leaffield Road at Finstock;
- (11) North-west along the **Finstock/Leaffield Road**, and crossing the Witney/Charlbury Road (B4022) at the south-east corner of Cornbury Park, and thence to **Farfield Corner**, but including all of the village of Leaffield.

Notes for the interpretation of boundaries

(i) *A house or institution belongs to the parish holding the road or side of the road into which opens its **principal** entrance.*

(ii) *A cul-de-sac, crescent, etc., having official opening(s) only onto one road belongs to the parish holding the road or side of the road having such official openings, unless the contrary be **expressly** stated.*

(iii) *The boundary always follows the middle of roads, lanes, footpaths, rivers, etc., unless stated otherwise.*

An **outline map** of the external boundary of the two contiguous parishes of Witney and Eynsham can be found by using the following link to the Google Maps web-site:

<http://maps.google.co.uk/maps/ms?ie=UTF8&hl=en&msa=0&msid=117400312300377299647.00045e949fb441be54a7d&z=12>