



**OUR LADY'S CATHOLIC PRIMARY SCHOOL**

**ADMISSIONS POLICY 2016 – 2017**

Our Lady's Catholic Primary School is part of The Dominic Barberi Multi Academy Company (DBMAC). The Board of Directors of the Multi-Academy Company is the Admissions Authority for the school. The Board of Directors has delegated responsibility for the school's admission arrangements to the Academy Committee of Our Lady's Catholic Primary School."

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

The Admission Policy of the School Committee Representatives of Our Lady's Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its School Committee Representatives 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in 2016/17 is 45.

If the number of applications exceeds the admission number, the School Committee Representatives will give priority to applications in accordance with the criteria listed, provided that the School Committee Representatives are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the school and parish boundary can be found at the end of this document. It is also available to view at the school and parish or by post on request.

1. Baptised Catholic children (see Note 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) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children living within the Parish of Our Lady Help of Christians who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of Our Lady Help of Christians.





T: 01865 779176

F: 01865 775425

E: ourladys@dbmac.org.uk

4. Other Baptised Catholic children who have a brother or sister in the Academy at the time of admission.
5. Other Baptised Catholic children.
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) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Non-Catholic children who have a brother or sister in the Academy at the time of admission.
8. Non-Catholic children.

## OVER-SUBSCRIPTION

If there is over-subscription within the category, the School Committee Representatives will give priority to children living closest to the school determined by the shortest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System.

Where fewer places can be offered at the school applied for than there are children from multiple births or living at a single address, the School Committee Representatives will randomly select the child to be offered the final place by drawing lots. As an exception, the School Committee Representatives will give careful consideration to offering a place above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

In those cases where the measurement of the distance 'tie break' produces an identical measurement for two or more applicants when there are too few places to offer all those applicants a place, the School Committee Representatives will randomly select the child to be offered the final place by drawing lots if all the following circumstances apply:

- The measurement of the distance 'tie break' produces an identical result.
- The applicants are not twins living at the same address.
- There are insufficient places to enable the Local Authority to offer places to all the affected applicants.

### Note 1

Children with Statements of Special Educational Needs or Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

### Note 2 (very important)

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.





T: 01865 779176

F: 01865 775425

E: ourlady@dbmac.org.uk

Individuals with parental responsibility making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion in which the child's name is placed.

### Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household.

### 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 for the majority of the school week. Documentary evidence may be required.

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the statutory infant class size limit to be exceeded, the Local Authority, on behalf of the Academy Committee, will use a computerised system to randomly select the child to be offered the final place. Where appropriate, the Academy Committee will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

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 for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

## SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Principal.

Parents can request that their child attends part-time until the child reaches compulsory school age.

## APPLICATIONS FOR CHILDEN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the School Committee of Representatives. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The School Committee of Representatives will consider applications submitted and advise the parent of the outcome of





their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Principal.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <http://www.gov.uk/government/publications/summer-born-children-school-admission>

### NURSERY

Parents must apply on their home Local Authority form (i.e the Local Authority to whom they pay Council Tax) Common Application Form for a place in Foundation Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

### APPEALS

Parents who wish to appeal against the decision of the School Committee Representatives to refuse their child a place in the school may apply in writing to the Chair of the School Academy Committee. An independent panel will hear appeals.

### REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year, unless in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or Academy but still refused admission.

### LATE APPLICATIONS

Late applications will be dealt with according to the LA co-ordinated scheme.

### CHANGE IN PREFERENCE

Once individuals with parental responsibility have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the home Local Authority. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in their circumstances, then the application will be refused.

### WAITING LISTS known as CONTINUED INTEREST LISTS

Parents whose children have not been offered their preferred school or academy will be informed of their right of appeal and will be added to their preferred school or academy's waiting list.

The LA will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists known as Continued Interest Lists for admission will remain open until the last day of Term 6, 2017 and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept by the School





T: 01865 779176

F: 01865 775425

E: ourlady@dbmac.org.uk

Committee Representatives in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

### IN YEAR FAIR ACCESS PROTOCOL

The School Committee is required to participate in the Local Authority's Fair Access Protocol for the admission of previously excluded or hard to place children.

### APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)

As part of the co-ordinated scheme parents/carers are required to complete a CAPF form available on-line [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions) or by telephoning the admissions team on 01865 815175. The Local Authority will need to consult with Our Lady's School Committee Representatives.

There is no charge or cost related to the admission of a child to this school.





### APPENDIX

#### DEFINITION OF A 'BAPTISED CATHOLIC'

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 (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, 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).
- 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

Our Lady's School Committee of Representatives and Boards of Directors 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 full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is 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/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

School Committee Representatives may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)





SUPPLEMENTARY INFORMATION FORM

**PLEASE NOTE THAT YOU MUST COMPLETE A LOCAL AUTHORITY APPLICATION FORM.**

*The supplementary information form below is only for school use because we need additional information to rank applicants using the published criteria.*

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by the Board of Directors of the Dominic Barberi Multi Academy Company and by its Academy Committee as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Child's Surname	
Child's First Name(s)	
Child's Date of Birth	
Address	
Contact Number	

Please tick the appropriate box:

Is the above named child a Baptised Catholic or has the child been Received into the Catholic Church?	Yes		No	
Is the certificate of Catholic Baptism/ Reception attached?	Yes		No	

A certificate of Catholic Baptism/Reception should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion in which the child is placed.

Signed ..... Please print name .....

Date .....

PLEASE INFORM THE SCHOOL OF ANY CHANGES TO THIS INFORMATION PARTICULARLY OF ADDRESS

For school use only

Parish	Y/N	Catholic	Y/N	Signed
Sibling	Y/N	Category		Dated



## Our Lady's Catholic Primary School

Oxford Road

Cowley

OX4 2LF



### Our Lady's Catholic Primary School Catchment Area Our Lady Help of Christians Catholic Church Parish Boundaries

#### Interpretation of Boundaries:

1. A house or institution belongs to the parish holding the road or side of the road into which opens its principal entrance.
2. 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 opening (s), unless the contrary be expressly stated.
3. The boundary always follows the middle of roads, lanes, footpaths, rivers, etc., unless stated otherwise.

Starting in the west at the junction of the Stream with Iffley Road and Henley Avenue, between Radcliffe Road and Cavell Road:

1. East along the STREAM between the Allotments and Florence Park to Cricket Road;
2. North along CRICKET ROAD to the Alley Way just north of Shelley Road;
3. East along the ALLEY WAY to Cowley Road between houses 428 and 434;
4. North along COWLEY ROAD to Glanville Road;
5. East along GLANVILLE ROAD to Barrack Lane (both sides);
6. North along BARRACK LANE to the northern boundary of the grounds of Southfield School; (Oxford Com School )
7. East along the NORTHERN BOUNDARY OF SOUTHFIELD SCHOOL GROUNDS to the boundary of the Southfield Golf Course; (Not Southfield School any more)
8. North along the BOUNDARY OF THE SOUTHFIELD GOLF COURSE to the Footpath from Hilltop Avenue past the Golf Club House to the Churchill Hospital;
9. East along this FOOTPATH to the Churchill Hospital, round the southern boundary of the Hospital past the Slade Recreation Ground to its end on The Slade;
10. South along THE SLADE to Woodfarm Road;
11. East and north round the outside of the Woodfarm Estate, i.e., WOODFARM ROAD, ATKYNSON ROAD, NUFFIELD ROAD, CHILLINGWORTH CRESCENT, MASONS ROAD, TITUP HALL DRIVE to the Old Road, thus excluding all of the estate;
12. East along OLD ROAD to the Road to the Ridings (neither side);
13. South-east along the ROAD TO THE RIDINGS and continuing along the PATH to the Lane over Shotover Hill (neither side);
14. East along the LANE OVER SHOTOVER HILL & SHOTOVER PLAIN to the Pylon Line at the eastern end of Shotover Plain;
15. South-east along the PYLON LINE to the Wheatley/Horspath Road;
16. West along the HORSPATH ROAD to the Railway Line (both sides); (Railway dismantled)
17. South-west along the RAILWAY LINE to Barnes Road; (Blackbird Leys Road)
18. North along BARNES ROAD to Lockheart Crescent (both sides);
19. North-west along LOCKHEART CRESCENT to Bartholomew Road (both sides);
20. West along BARTHOLOMEW ROAD to Crowell Road (both sides);
21. North along CROWELL ROAD to Beauchamp Lane (both sides);
22. North-west along BEAUCHAMP LANE to Church Cowley Road (both sides);
23. West along CHURCH COWLEY ROAD to Henley Avenue (both sides);
24. North-west along HENLEY AVENUE & IFFLEY ROAD to the Stream between Cavell Road and Radcliffe Road (neither side).

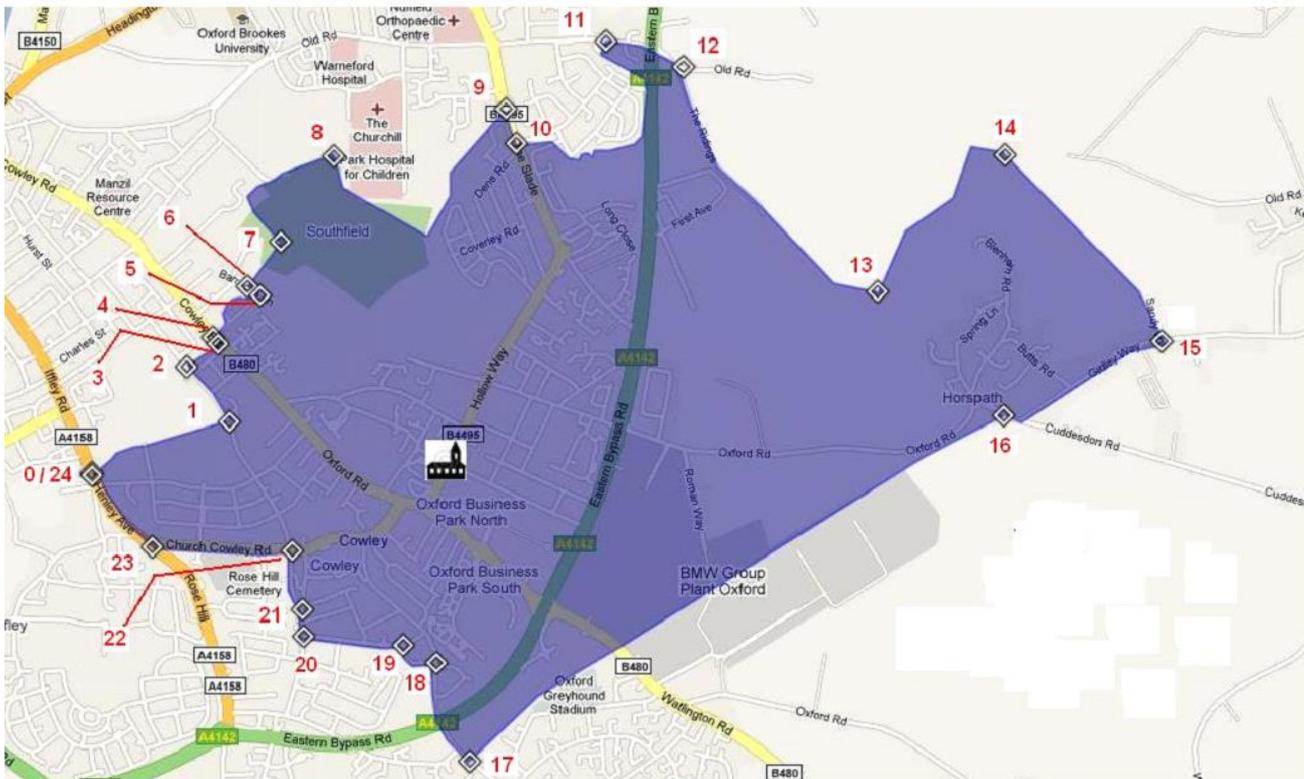




T: 01865 779176  
F: 01865 775425  
E: ourlady@dbmac.org.uk

**Our Lady's Catholic Primary School Catchment Area**

Legend = shaded area of Our Lady Help of Christians Catholic Church Parish Boundaries



<http://www.birminghamdiocese.org.uk/>

Click link above and scroll to bottom right of page

**Our Lady's Catholic Primary School Catchment Area**

**Our Lady Help of Christians Catholic Church Parish Boundaries**

