

SACRED HEART RC PRIMARY SCHOOL
Tollgate, Bretton, Peterborough, PE3 9XD

SCHOOL ADMISSIONS POLICY 2009
Primary School Admission Arrangements for September 2009.

The school is dedicated to the Roman Catholic education of Roman Catholic children as particularised in the School Prospectus.

The Governors will admit up to 30 pupils in each year group.

Accordingly, the allocation of places in the school is based on the following order of priorities:

- 1 Looked After baptised Roman Catholic children.
- 2 Baptised Roman Catholic children who have a brother or sister on the school roll at the time of admission.

Children are siblings if:

they are half or full brother or sister, living together in the same household;
they are adoptive brother or sister, living together in the same household;
their parents are married and parents and children live together in the same household.

- 3 Baptised Roman Catholic children.
- 4 Looked After non-baptised Roman Catholic children, provided that their parents/carers wish for them to participate in the religious teaching and life of the school.
- 5 Brothers and sisters of non-baptised Roman Catholic children on the school roll at the time of admission.
- 6 Non-baptised Roman Catholic children.

On occasions when the school is oversubscribed and a 'tie-breaker' is required, the agreed tiebreaker will be 'the nearest distance to the school in a straight line'.

Applications

- 1 Applications for admission to the Reception Class in September 2009 should be made in good time and certainly before the closing date of 12th December 2008.
Two forms of application have to be completed; one for the school and the second for the LA. Both should be returned to the school:
 - The preference form for the Local Authority (LA) should be returned to the **highest ranked** school (see Item 3 below for details). If you need further assistance with this please contact the Admissions Team at PCC on 01733 863979
 - The school's application form is available with the school prospectus on request from the School Secretary. This should be returned to Sacred Heart School.
- 2 From w/c 22nd September 2008, the Local Authority will send parents of children on the LA database a Primary Guide for Parents Booklet and covering letter.
- 3 Parents should view the school if they have not already done so and complete a preference form (which will be loose in the Primary booklet – also available online). Parents will have a maximum of two preferences. Parents must then go to their **highest ranked** school with the completed form together with their child's birth certificate, baptismal certificate (for Roman Catholic applicants) and proof of their address. If you need further assistance with this please contact the Admissions Team at PCC on 01733 863979.

- 4 Applications will be considered by a Panel of School Governors with full delegated powers. On 29th April 2009 the LA will write to all applicants notifying them of their allocated school.
- 5 Applications received from 13th December 2008, but before the offer of places, will be processed after all those received on time. Late applications with special circumstances will be looked at on an individual basis. These applications will be considered up to and including Tuesday 31st March 2009.

Appeals

There is a right of appeal against a refusal of the Governors to admit any applicant. Any appeal must be made in writing within 21 days of notification of refusal and must be sent to:

The Clerk to the Governors
Sacred Heart RC Primary School
Tollgate, Bretton, Peterborough, PE3 9XD.

Appeals will be heard by an independent appeal committee convened in accordance with the Code of Practice for Admissions. Appellants will be given the opportunity to attend the hearing of the appeal.

Children with a statement naming Sacred Heart RC Primary School will be admitted under the 324 code of admissions 1996 education act.