

DIOCESAN EDUCATION SERVICE
BIRMINGHAM CATHOLIC ACADEMIES
2017/18 PRIMARY ADMISSION ARRANGEMENTS
The Determined (FINAL) admission arrangements for 2017/18

Name of Academy: Our Lady of Fatima Catholic Primary School. This academy is part of the Saint Nicholas Owen Catholic Multi Academy Company.

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

The Admissions Policy of the Board of Directors of Our Lady of Fatima Catholic Primary School Academy is as follows:

The ethos of this Academy is Catholic. Our Lady of Fatima Catholic Primary School Academy was founded by the Catholic Church to provide education for children of Catholic families. Our Lady of Fatima Catholic Primary School Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the 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 Academy community. This does not affect the right of parents who are not of the faith of this Academy to apply for and be considered for a place here.

The Our Lady of Fatima Catholic Primary School Academy's Admission Number for the academic year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed below, provided that the Board of Directors is made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, Board of Directors will give priority to children living closest to the Our Lady of Fatima Catholic Primary School Academy determined by shortest distance (see Note 4).

A map of the parish boundary is available at Our Lady of Fatima Catholic Primary School Academy and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (children in care) 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, a child arrangements order or a special guardianship order.
2. Baptised Catholic children living within the Parish of Our Lady of Fatima who have a brother or sister (see Note 3 below) in Our Lady of Fatima Catholic Primary School Academy at the time of admission
3. Other Baptised Catholic children who have a brother or sister in Our Lady of Fatima Catholic Primary School Academy at the time of admission
4. Baptised Catholic children living within the Parish of Our Lady of Fatima
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (children in care) 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, a child arrangements order or a special guardianship order.

7. Non-Catholic children who have a brother or sister at Our Lady of Fatima Catholic Primary School Academy at the time of admission
8. Non-Catholic children

Note 1

Children with a Statement of Special Educational Needs or and Education, Health and Care (EHC) Plan that names the Academy must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

Note 2

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.

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

Note 3

For Catholic and non-Catholic children 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

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the school front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

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 the academy 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 Board of Directors, will use a computerised system to randomly select the child to be offered the final place. Where appropriate, the Board of Directors 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 place and proof may be requested.

SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age. Whilst a child may start school in the September following their fourth birthday, a parent may choose to defer their child's admission until the beginning of the term following their fifth birthday; however, the child's entry may not be deferred beyond the academic year for which the parent's original application was accepted.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission to primary/infant school until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2017/2018 admission round will be withdrawn if the child does not take up that place during the 2017/2018 academic year.

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

APPLICATIONS FOR CHILDREN 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 must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why the parents wish for the child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that should be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request 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 head teacher.

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:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

NURSERY

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

APPEALS

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in Our Lady of Fatima Catholic Primary School Academy may apply in writing to Chair of the Board of Directors at the Academy address (Our Lady of Fatima School, Winchfield Drive, Birmingham B17 8TR). Appeals will be heard by an independent panel.

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 Academy 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 in accordance with the Local Authority's co-ordinated admissions 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 or academy. 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 or Academy, without an exceptional change in their circumstances, then the application will be refused.

WAITING LIST

Parents whose children have not been offered their preferred school or academy will be informed of their right of appeal and their children will be added to their preferred school or academy's waiting list. They will remain on the waiting list until they are either offered a place or until the relevant year group leaves the school.

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

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants accepted will be added to the academy's list in accordance with the academy's oversubscription criteria. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order.

Inclusion on a school or academy's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

IN YEAR FAIR ACCESS PROTOCOL

The Board of Directors 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)

An application should be made directly to the Board of Directors at Our Lady of Fatima Catholic Primary School Academy (Our Lady of Fatima School, Winchfield Drive, Birmingham B17 8TR).

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

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*).

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 or Boards of Directors of Catholic schools and academies 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.

Governors or Boards of Directors 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.)



OUR LADY OF FATIMA SCHOOL



Supplementary Information Form

The ethos of this Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the 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 Academy community. This does not affect the right of parents who are not of the faith of this Academy to apply for and be considered for a place here.

Child's Surname	
Child's First Name(s)	
Address	
Contact Number	

Please tick the appropriate box:

Is the above named child a Baptised Catholic or been Received into the Catholic Church?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the certificate of Catholic Baptism/ Reception attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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 the child's name is placed in.

Please note that you must also complete a Local Authority Common Application Form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published oversubscription criteria.

Part of the Saint Nicholas Owen Catholic Multi Academy Company.

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