Our Lady of Victories Catholic Primary School, Keighley

Admission Policy 2025-26

Our Lady of Victories Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is run by its governing body 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.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic Doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Blessed Christopher Wharton Catholic Academy Trust is the admissions authority and has responsibility for admissions to the school and intends to admit 30 pupils to reception in the school year which begins in September 2025. The local Academy Council has delegated responsibility for admissions.

Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan (see note 1)

The admission of pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or an Education, Health & Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children

Oversubscription criteria

If the number of preferences received is less than the admission number then all preferences will be met.

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Catholic looked after Children and previously looked after Catholic children or looked after/previously looked after children from catholic families. (see notes 2 & 3)
2. Baptised Catholic children with a sibling(s) who attends Our Lady of Victories (see note 4)
3. Baptised Catholic children who live in the defined area. (see note 5)
4. Other baptised Catholic children.
5 Other looked after and previously looked after children with a sibling who attends Our Lady of Victories (see note 2 & 4)
6. Other looked after and previously looked after children (see note 2)
7. Members of an Eastern Christian Church (see note 6)
8. Other children with a sibling(s) who attends Our Lady of Victories (see note 4)
9. Other children.

Tie Break

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes 8 & 9).
- If two or more pupils live equidistant from the school, places will be decided by random allocation (see note 10).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see note 10).

Application Procedures and Timetable

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority [Children's Services, Margaret McMillan Tower, Bradford, BD1 1NN) by 15 January 2025 Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15 January 2025 to the school c/o Head of School, Our Lady of Victories Catholic Primary School, Guard House Rd, Keighley, BD22 6JP

Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their applications on 17 April 2025, by the local authority on our behalf. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel. (Details of the appeals process can be found on the school website).

Late applications
If you return the Common Preference Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Primary Co-ordinated scheme.

Admission of Children Below Compulsory School Age and Deferred Entry
A Child is entitled to a full time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

Admission of Children outside their Normal Age Group
A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mr Nick Watson, Chair of the Governing Body, Our Lady of Victories Catholic Primary School, Guard House Rd, Keighley, BD22 6JP at the same time as the admission application is made to the Local Authority and no later than closing date of 15 January 2024. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the head teachers statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professional as appropriate.

Waiting lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Each time a child is added, the waiting list will be re-ranked in line with the published oversubscription criteria. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year. **Inclusion on the waiting list does not mean that a place will eventually become available**

In Year Applications

An application can be made for a school place for a child at any time outside the admission round and the child will be admitted where there are available places. If you wish to make an application please contact the school on 01535 607149 or visit the website www.ourlady.ngfl.ac.uk for details of the application process.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above will be applied. If there are no places available, the child will be added to the waiting list (see above).
You will be advised of the outcome or your application in writing, and you have the right of appeal to an independent appeal panel. (Details of the appeals process can be found on the school website).

Fair Access Protocol
The school is committed to taking its share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Notes (these notes form part of the over-subscription criteria)

1. **A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. **Looked After Child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.

   A **'Previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.

   Looked After Children from Catholic Families – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic, normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent/ carer.

4. **Sibling(s) (brother or sister)** includes:
    (i) children with a brother or sister (including siblings, step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
    (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application
5. **Defined area** is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Defined area maps available on school website https://www.ourlady.ngfl.ac.uk/parents/admissions

6. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

7. **Twins or triplets (or multiple births) -** where a family of twins or triplets request admission and if one sibling has been offered the 30th or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

8. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Preference Form (CPF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CPF, provided that the child resides at that address for any part of the school week.
9. **Straight line distance -** in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority. When demand exceeds places in any of the above criteria, the distance between home and the preferred site, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place, those living nearest being given the available places. The distance is measured by a Geographic Information System (GIS) embedded in the admissions system.

10. **Random allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.