

EMMAUS



Catholic and Church of England Primary School

Diocese of Hallam Schools' Department-Diocese of Sheffield Board of Education

Emmaus Catholic and Church of England Primary School Admission Policy

Introduction

Emmaus Catholic and Church of England School is a Voluntary Academy in the Catholic Diocese of Hallam and Church of England Diocese of Sheffield, working in partnership in the Hallam Schools' Partnership Trust.

The school provides a distinctive Christ centred education rooted in the Catholic and Church of England traditions for children aged between 4+ to 11+ years with priority being given to Catholic and Church of England children who live and worship within the feeder parishes as identified in Footnote 1.

Emmaus is an Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and their duty to the Church of England and Catholic communities and the Common Good.

Please note that admission to the Academy does not guarantee admission to a Catholic or Church of England High School. These schools will operate their own admission policies.

The admission number for 2017 is 45

This number has been calculated according to the capacity of the school, which the law defines.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield Local Authority, and who have expressed a preference before the closing date for their child to attend one of three schools, will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies/Voluntary Aided primary schools, including Emmaus Catholic and Church of England Voluntary Academy, within the Sheffield area. Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET. The closing date for receipt of applications for Reception F2 is

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2017/18

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 17/18 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit all children into school from September 2017.

Categories for Admission:

Please note that children who have a Statement of Special Educational Needs that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number of 45 the Governing Body will apply the following criteria in strict order of priority.

Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as measured by the local authority.

Category One

Baptised Church of England children and baptised Catholic children (see footnote 2) who:

- a) are Looked After Children or are previously Looked After Children (see footnote 3)
- b) are siblings (footnote 4) of Church of England or Catholic children attending Emmaus Catholic and Church of England Primary School at the time of their admission
- c) are residents within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park (see footnote 1)
- d) Regularly attend Our Lady Queen of Heaven & St Oswald's Church or St John's Park and have the written support of the minister.

Category Two

Children in Public Care (Looked after Children) and previously looked after (see footnote 3) who are not baptised into the Church of England or Catholic Church

Category Three

Siblings (see footnote 4) of children already attending Emmaus Catholic and Church of England Primary School, at the time of their admission.

Category Four

Children whose parents are members of

- a) Christian Churches who are full members of Churches Together (see footnote 5) at the time of application whose parents have sought the written support of their minister and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes and of Orthodox Churches as recognised by the Catholic Church (footnote 6) who have

sought the written support of their minister and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park parishes (footnote 1)

- b) Christian Churches at the time of application whose parents have sought the written support of their minister and live within the combined boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park parishes (see footnote 1)

Category Five

Children whose parents actively seek a Christian Education and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park parishes (see footnote 1)

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment, whose parents have the written support of their Religious Leader and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes (see footnote 1)

Category Seven

Baptised Catholic and Church of England children resident outside the combined parishes of Our Lady Queen of Heaven & St Oswald's and St John's Park.

Category Eight

Children of parents who **regularly** (see footnote 2) attend other churches and are resident outside the combined parishes of Our Lady Queen of Heaven & St Oswald's and St John's Park and whose parents have sought the written support of their minister.

Category Nine

Children with a specific educational, medical or emotional need relevant to the school provided that appropriate written evidence of that need from a suitably qualified professional, e.g. doctor or social worker, is submitted with the application specifically indicating why Emmaus is the most appropriate setting. (see footnote 7)

Category Ten

Other children

Footnotes:

Footnote 1.

The total geographical area covered by the combined parish boundaries of St John Park and Our Lady Queen of Heaven & St Oswald.

Footnote 2.

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440). A list of Church of England churches is available from the Diocese of Sheffield (01709309100)

Definition of "Regularly"

The Governing Body defines 'regular' as attendance at the place of worship at least once a month for a minimum period of twelve months prior to the closing date for applications.

Footnote 3

Definition of 'Looked after children'

A 'Looked After Child' has the same meaning as in Section 22(1) of the Children Act 1989, and means a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 4

Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 5

Churches Together in England

For the most up to date list please see www.churches-together.org.uk or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

Footnote 6

Orthodox Churches – please contact the Diocesan Schools' Department for further information

Footnote 7

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 education 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.

Place of Residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

Late Applications

Late applications will be dealt with in accordance with the LA scheme

Waiting List

Waiting lists will be dealt with in accordance with the LA Scheme

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.
- 4.

Applications outside of the normal admissions round

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:
Legal and Governance Section, Town Hall, Sheffield, S1 2HH.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Timetable:

Details of key dates within the Admissions process are published on the Sheffield City Council Website

Documentation Required

- 1.The school requires additional information not contained on the **Common Application Form**. This additional information is needed to place your application in the correct priority of admission category.
- 2.The **Additional Information Form**, obtainable from the LA admission booklet or by downloading a copy from www.sheffield.gov.uk/pupiladmissions, should be completed and returned to the school by the closing date.
- 3.A copy of the child's baptism certificate if the applicant is Catholic/ Church of England baptised Christian
- 4.Ministers Reference: this is required for children who are not Baptised Church of England children or baptised Catholic children but are members of another Christian Church or other World Faith.

This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school

Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of Emmaus Catholic and Church of England Voluntary Academy