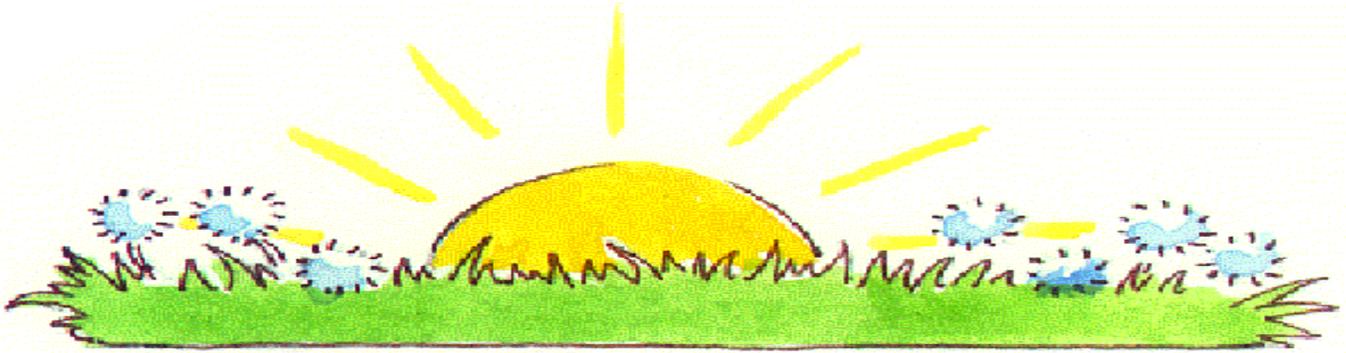




**PROSPECTUS  
2014/15**

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## **INTRODUCTION TO ST COLUMBA'S**

St Columba's Primary School and Nursery is a voluntary aided, co-educational Catholic primary school. It caters for full time day pupils between the ages of 5 and 11 and part time nursery pupils between 2 and 5 years. As a Catholic school we have a distinctive Catholic philosophy the essence of which is contained in our mission statement.

### **MISSION STATEMENT OF ST COLUMBA'S SCHOOL**

## **LEARNING TO CARE, CARING TO LEARN**

**Jesus is the inspiration for all we do in our school so through the example we set and through our teaching we**

- 1) **SHOW CONCERN** for all members of our community and help them to develop their potential
- 2) **DEVELOP AND SUSTAIN** a curriculum which allows our pupils to develop the skills, attitudes, knowledge and understanding necessary to live as Jesus wishes
- 3) **MAKE PRAYER AND WORSHIP** relevant and meaningful for our pupils
- 4) **HELP OUR PUPILS** to relate to others in a Christian fashion and to value all other people both from their own and other cultures

We intend to:

1. **Make Jesus Christ** the inspiration for all we do in our school.
2. **Show concerns** for all members of our community and help them to develop their potential.
3. **Develop and sustain** a curriculum, which enables our pupils to develop the skills, attitudes, knowledge and understanding necessary to live as Christ wishes.
4. **Make prayer and worship** relevant and meaningful for our pupils.

5. **Foster and develop** the home/school/parish partnership.
6. **Through the example** we set and through our teaching show our pupils how to relate to others in a Christian fashion and to value all other people both from their own and from other cultures.

## **OUR SCHOOL AND PATRON**

St. Columba's School was built to cater for the Catholic families that moved into the Bierley area in the 1920's. Initially, the first building which was opened in 1929 served both as a school and a church with the Parish Priest from St. Ann's travelling to say Mass for the folk of the area.

The adoption of St. Columba as the patron saint of the school was most appropriate. This great 6th century Irish monk and missionary combined great intelligence with great humility. It was he who travelled across the seas from Ireland and converted the pagan peoples of Northern Scotland to Christianity and established monasteries that can still be seen today.

As the population of the area has increased, so St. Columba's has grown and developed. In 1940 Bierley and the surrounding area was separated from the parish of St. Ann's and the parish of St. Columba formed. In 1959 the present church was built and the area it had taken up in the school converted into classrooms. In 1964 the original school became a junior school for pupil's age 8 to 11 and a new Infant school for younger children was opened next door. In 1976 a spacious nursery extension was added to the Infant school and then in 1984 both schools were joined together to form a First School, which then became St. Columba's Primary School in September 1995.

## **ORGANISATION OF THE SCHOOL**

The school is divided into the following four units or teams. These are composed of separate classes but co-ordinated by a senior member of staff.

Team 1	Eden, Nursery and Reception children from 3 to 5 years
Team 2	Children from 5 to 7 years
Team 3	Children from 7 to 9 years
Team 4	Children from 9 to 11 years

## **ADMISSION TO ST COLUMBA'S SCHOOL AND NURSERY**

The Governing Body controls admission to our Eden Group (2 year olds), Nursery and Main School. It tries to offer all pupils who apply a place in Main school and is usually successful, but if there are more applications for places than places available, preference is given to baptised Catholic children in accordance with its over subscription criteria. Please see admissions policy in appendix.

## **EDEN GROUP AND NURSERY**

The school has a large well-staffed Nursery unit, which offers part-time am or pm places to pupils who have reached 2 years of age, although the exact age of a pupil's admission

depends on the places available. Please note that admission to Eden or Nursery does not guarantee admission in to Main School.

## **MAIN SCHOOL**

Pupils move into the Reception classes of the main school during the year that they are 5. Presently, there are two Reception classes each staffed by a full-time teacher and full-time classroom assistant. At the beginning of each new academic year (September) pupils usually move up one year until they reach the year they are 11 in and then most move on to one of Bradford's Catholic Secondary Schools.

If you would like a place at St Columba's Catholic School for your child, in Eden our Two Year Olds Room, Nursery or Main School, please contact either the Main School Office (Bradford 681961) or the Nursery (Bradford 652692). Completed application forms should be returned to either the Office or Nursery and will be considered and a decision made as soon as possible

## **BEFORE AND AFTER SCHOOL CARE**

To assist parents balance family life with work commitments school runs a **Breakfast Club** for pupils in Main School, where the children are supervised by school staff from 8.00 to 8.45 am when school begins. School is also presently running **After School Care** for children from Reception to Year 6 from 3pm to 4.30pm each evening at a cost of £2.50 per evening or £10 per week.

## **ORGANISATION OF THE CURRICULUM**

The formal school curriculum consists of RE and the Core and Foundation subjects of the National Curriculum. In Nursery, Reception and KS1 these are often presented to pupils in an integrated cross curricular thematic manner through well-chosen activities in an environment that is stimulating and inspiring. There is a more subject-based curriculum in KS2 with some teachers specialising in particular subjects and teaching them to more than one class. In Years 1 and 2 pupils are working mostly on Key Stage 1 of the National Curriculum and in Years 3, 4, 5 and 6 they work on Key Stage 2.

Throughout the school a range of teaching strategies are employed and so pupils will be taught either individually in small groups or as a whole class depending on the nature of the work being covered with them.

The school strives after excellence and is committed to continually improving practice by making use of the most effective methods of organising and promoting learning educational research has developed. Please see our website for details of our latest Key Stage results.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

Religious education is provided according to the teachings and doctrines of the Roman Catholic Church. The 'The Way, The Truth and The Life' scheme constitutes the basis for Religious Education within the school and from time to time children may take home pieces of work to do with parents. We ask parents for support in such ventures. Each week 'Wednesday Word' a guide to the following Sunday Gospel is sent home for parents to read

through with their children. It has many activities for parents and children to do and it helps prepare for that weeks Sunday Mass.

We seek to lead our pupils to a living faith and enable them to come to know Jesus as a living and loving person. We regard the development of a Christian conscience, and a respect and concern for oneself and others as essential elements in the Catholic education the school provides.

Our school is a worshipping community and so much importance is placed on prayer, worship and liturgical experience. Each day the children participate in class collective worship which gives opportunities for reflection and prayer. In addition, twice-weekly assemblies led by both staff and children are organised. These are held in order to foster and deepen a sense of community, to worship together in prayer and song, to celebrate achievement, to listen to scripture and to develop spiritual and moral growth.

We have Masses in school, approximately once a term, and on several occasions each term different groups of pupils attend morning Mass in Church. Sunday Mass, the responsibility of parents, is seen as central in the religious development of our pupils. We also organise a range of liturgies and services throughout the year for the benefit of pupils, parents and the community and we ask parents to support these events fully.

The school assists the Parish to prepare children for First Confession and Communion. Parents who wish their children to be considered for these sacraments have the opportunity to request this in the autumn of each year.

All education in Personal Relations, Health Education and Education in Sexuality developed in the school are based on the teachings of the Catholic Church. Parents have a statutory right to withdraw children from RE, collective worship and from those aspects of education in sexuality which is not included in the National Curriculum. The Governors hope that parents will not find any need to exercise this right, as the school makes no alternative provision for pupils at the time of RE lessons, assemblies or education in sexuality lessons.

## **HOMEWORK**

Homework is set for all pupils. This may take many forms ranging from reading practice to project work. All children, especially the younger ones, benefit tremendously by being read to, and the more interest a parent shows in a child's work, the greater the child's progress is likely to be. Each year your child's teacher will send home a timetable showing what homework is set and when it is set.

## **EXTRA-CURRICULAR ACTIVITIES**

The school encourages extra-curricula activities for the children, but it is also aware of the difficulties of transport for children after school hours. All parents will be informed if their child is remaining in school after 3.00pm or attending on Saturday morning, etc. The school at various times throughout the year involves children in football, rounders, swimming, recorders, guitar, drama, athletics and other pursuits and is continually seeking to develop and extend this area of school life.

## **SPECIAL EDUCATIONAL NEEDS - RESUME OF POLICY**

The school has a system for identifying the special educational needs of children and modifying the curriculum to ensure they have full access to it. Each child is assessed and those that require it have individual learning programmes drawn up to meet their needs. These are reviewed and modified on a regular basis. Special help is provided and when necessary outside support is sought from the appropriate LA (Bradford Council) or other agency. Parents are involved at each stage of the process.

## **EQUAL OPPORTUNITIES**

We believe in an equal opportunity for all our children and therefore all children are encouraged to develop to their full potential regardless of gender, race, age, culture or ability.

## **ASSESSMENT**

Assessment of our children is carried out in accordance with Government Legislation and follows guidelines laid down in our Assessment Policy Document.

## **ACCESS TO DOCUMENTS AND PUPIL RECORDS**

A range of documentation for parents is on display in different parts of the school and further documents are available on request from the Main School Office.

## **COMPLAINTS PROCEDURE RELATING TO CURRICULUM AND COLLECTIVE WORSHIP**

Complaints about the content and delivery of the curriculum are best resolved in discussion with the Class Teacher, Team Leader or Head to whom complaints should be directed. If after submitting a written complaint to the Headteacher and meeting with him the matter cannot be resolved then the complaint should be submitted in writing to the Chair of Governors who will arrange for the complaint to be investigated and considered. Please see school complaints policy for further details.

## **PASTORAL CARE**

This in the first instance is the responsibility of the class teacher and team leader who may seek advice and assistance from the Head and other staff including our School Support Worker from the Diocesan Catholic Care Group. Close contact is kept with the Education Welfare Officers (EWO) who inspect class registers each week and check absences and punctuality. The school also liaises with other agencies of the LA (Bradford Council) such as the Psychological Service that provides help and assistance when needed.

## **SCHOOL MEALS AND SANDWICHES**

School meals are provided on the premises and there are also facilities for pupils to eat their own packed lunches. The cost of a school dinner is £1.55 for pupils in main school. Exact dinner money for the whole week should be sent to school on the first day of the week in a sealed, named envelope.

All packed lunches should be in a suitable container. We do not allow glass bottles or cans - only cartons or plastic containers.

### **FINANCIAL ASSISTANCE**

Grants for clothing and also free school meals may be available. Parents who wish to know if they qualify for these should contact:

Bradford Metropolitan District Council  
Benefits Department  
Britannia House  
Hall Ings  
Bradford  
BD1 1HX  
Tel: 01274 434477

These arrangements are due to change within the 2013/14 year and when they do parents will be informed of the new arrangements.

### **CONTACT WITH PARENTS**

Many parents help in school on a voluntary basis. We regularly advertise in our school newsletter for parents to assist in areas where help is needed. The newsletter and letters to parents are used to keep parents informed of school events and to pass on information.

As a general rule we have Mentoring Meetings twice or three times each year. On these occasions parents are given the opportunity to see their children's work and discuss progress with the children's teachers. In addition to this, parents receive a written report on their child's progress at the end of each year.

### **PARENT CONCERNS**

Parents are welcome to make personal visits about specific difficulties their child may be having. The staff are available for 10 minutes at the beginning and end of each day for minor queries. If more serious matters need to be addressed please ask your child's teacher for a private appointment after school. If you feel you need to speak to someone other than your child's teacher please contact the School Office and explain the situation and they will arrange for you to be contacted by an appropriate member of staff.

### **CODE OF CONDUCT FOR PARENTS (AND ALL WHO PASS THROUGH OUR SCHOOL)**

**WE RESPECTFULLY ASK ANYONE WHO PASSES THROUGH OUR CATHOLIC SCHOOL** or grounds (including parents, contractors and other visitors) to observe the following requests, especially during the school day and at other times when pupils are about.

- **DO NOT SMOKE** – The School grounds and buildings are now non-smoking areas and it is illegal to smoke in either.
- **DO NOT BRING DOGS** – although rare, some dogs can be a danger. Even with friendly dogs, some children are frightened or uncomfortable when they are

present.

- **DO NOT USE RUDE OR UNSUITABLE LANGUAGE** – We would kindly like to remind everybody that even though you may be speaking to another adult, there are always children about who can hear what is being said.
- **TREAT ALL MEMEBERS OF STAFF WITH RESPECT** – Please treat all members of staff and other persons you meet in school with respect and politeness. If you have a serious concern about something that has happened at school please contact the Main School Office and the administrative staff will arrange for your concern to be addressed by an appropriate member of staff.
- **PLEASE DO NOT WALK THROUGH THE SCHOOL CORRIDORS OR HALLS UNLESS INVITED TO DO SO BY A MEMBER OF STAFF** – This is a health and safety issue that the school must observe. Remember that if there are a number of adults in the school it may be difficult for staff to recognise who is a parent and who isn't. I am sure that the dangers of this situation do not need any further explanation.

We ask that these simple requests are observed at all times. By doing so, you not only ensure the physical well being of our pupils but also show our children the respect they deserve.

## **PROCEDURES AND ARRANGEMENTS THAT PARENTS ARE ASKED TO FOLLOW**

### **MEDICAL MATTERS**

**Medical care is provided by regular** visits from the school Medical Staff of the local Health Authority i.e. the school nurse, school doctor and school dentist. Specific help and advice may be obtained by contacting Holmewood Health Centre (phone 681103).

**Medicine is only administered in school if it is necessary to do so in school time.**

This is because the regulations governing the administration of medicine are now very stringent. If your child's doctor prescribes essential medicine and states that your child should go to school and that the medicine must be administered in school time then school will arrange its administration if it is able to do this safely. If parents feel that any medicine their child needs to take needs to be administered in school please go to the administration staff in the office who will explain the procedures in these cases. Asthma inhalers may be brought to school for your child to use as needed but should be handed to your child's teacher for safe keeping please.

**Sick or children who are not well** should not be sent to school but kept at home. If in any doubt about your child's medical condition please consult your doctor. Do advise the school immediately if you discover your child has contracted a notifiable disease.

### **CHARGING POLICY**

The school funds all additional trips and activities etc. from voluntary contributions from parents providing these cover the cost of the trip etc. The school will charge for activities that occur out of normal school hours (see charging policy for further details).

## **ABSENCES, ATTENDANCE AND PUNCTUALITY**

**WE ASK PARENTS TO KEEP ABSENCES TO A MINIMUM** and to send an explanatory note on the child's return in all cases. A phone call to school between 8am and 9.30am on a child's first day of absence informing school of the reason for a child's absence is also very helpful. Please note that legally teachers are only able to give authorised absence marks for certain eventualities such as illness and not for non-essential absence such as shopping etc.

**IT IS ILLEGAL FOR PARENTS TO TAKE THEIR CHILDREN OUT OF SCHOOL FOR HOLIDAYS/VISITS ETC DURING TERM TIME UNLESS THERE ARE EXCEPTIONAL MITIGATING CIRCUMSTANCES. SADLY TAKING ADVANTAGE OF A CHEAP HOLIDAY DEAL DOES NOT COUNT AS A MITIGATING CIRCUMSTANCE (please see attached data sheet for details of absence and attendance rates)**

### **Punctuality of children**

Please ensure your child is ready to enter school for a prompt start. When a child arrives late, considerable disruption can be caused and this prevents a teacher settling a class as a preliminary to beginning the day's work. Persistent lateness entails late marks being entered in the register and may necessitate the involvement of Bradford Council's, Education Welfare Officer, who checks the school's registers every week.

### **SCHOOL TIMES**

**BREAKFAST CLUB** begins at 8.00am in the school halls.

**MAIN SCHOOL** begins at 8.55am but the school doors open at 8.45am to give children time to come into school, get changed and go into class.

Morning session	8.55am to 12.15pm
	(Break 10.50am to 11.05am)
Afternoon session	1.15pm to 3.00pm Reception and KS1
	1.00pm to 3.00pm KS2

**EDEN GROUP AND NURSERY** begins at 8.30am.

Morning session	8.30am – 11.30am
Afternoon session	12.15pm – 3.15pm

**AFTER SCHOOL CLUB** runs from 3.00pm to 4.30pm in the After School Care Room.

### **SCHOOL ENTRY AND EXIT ARRANGEMENTS**

Ideally all children should be taken to and from school by an adult but parents may decide that older children may make their way to and from school on their own.

If children attend the Breakfast Club they will be taken to their classes' cloakroom directly from the Breakfast Hall by the Club's supervisory staff.

Parents are requested to use the outside pathways around the school building and take their children to the outside door nearest their child's cloakroom and then follow the arrangements for their particular year, which are as follows:

**Nursery and Reception** parents should take their children into the cloakroom, help them change and then take them into class. They should collect children directly from the classroom at the end of the day.

**Year 1 and 2** parents should take children to the cloakroom door and send them into the cloakroom to get changed and go into class. They should collect pupils from the door designated for their class at 3.00pm.

**KS2** Parents of KS2 pupils in the old block should leave their children at the designated outside door for their child's class in the morning. In the evening KS2 pupils will be released from these doors to either meet their parents in the area outside these doors or to walk home. If a child's parents are not waiting for the child then he or she waits with the child's teacher until the doors are closed and then is taken to the office and parents contacted. If there is any reason why any KS2 pupil should not follow these leaving procedures his or her parent should contact his or her child's teacher.

For security reasons parents should only enter the KS2 building at the beginning and end of school if they wish to see a teacher.

**COLLECTING OF LATE CHILDREN.** Parents of children that are not collected by 3.15pm will automatically be booked in to After School Care and charged the After School rate of £2.50 per night. Children do not arrive up to the After School Care room until 3.15pm as your child's classroom door does not close until 3.10pm.

**COLLECTING FROM OUR AFTER SCHOOL CARE ROOM.** Parents are asked to collect from this room by 4.30pm. To get to this room they should follow the yellow walk way from the Main entrance up to the top of the car park and ring the bell by the double doors and wait for a member of staff to answer the door. Children not picked up by 4.30pm need to be picked up from the Main Office and they will incur the extra charge/s of £5 per 15 minutes.

### **SCHOOL UNIFORM, DRESS CODE, PERSONAL PROPERTY AND JEWELLERY**

This school does have a school uniform, which we wish every pupil to wear, because it helps pupils take pride in their appearance and breeds a sense of community.

Boys' Uniform:

Shirt	We recommend blue polo
Sweater	Royal Blue (Obtainable from School)
Trousers	Grey or black
Socks	Grey or black
Shoes	Black or brown sensible type (plain black trainers are acceptable)
Plimsolls	For indoor wear and PE (obtainable from school)
PE	Navy or black shorts and a white t-shirt, plimsolls or trainers
Outerwear	A sensible coat or anorak

## Girls' Uniform:

Shirt	We recommend blue polo
Sweater	Royal Blue (Obtainable from School)
Skirt (or pinafore)	Grey
Socks	White or grey
Shoes	Black or brown sensible type (plain black trainers are acceptable)
Plimsolls	For indoor wear and PE (obtainable from school)
PE	Navy or black shorts and a white t-shirt, plimsolls or trainers
Outerwear	A sensible coat or anorak

In summer girls may wear a blue checked dress. In winter girls may wear warm black tights.

All children also need a pump bag with their name on to keep their pumps in or indoor shoes in. **ALL ITEMS OF CLOTHING SHOULD BE CLEARLY LABELLED WITH THE CHILD'S NAME.** We encourage our pupils to take great care of their own possession and those of others. Elaborate expensive trainers and other items including mobile phones should not be brought into school. If these are brought in by accident or for other reasons the class teacher should be informed and he/she will ensure they are kept safely (usually in the office) until the end of the day where they can be collected.

### **Jewellery**

**The only jewellery items allowed to be worn in school are studs** in your child's ears or a watch. Watches and studs need to be removed by the child for PE, games and swimming. In the case of PE and games a plaster may be placed over a stud by the parent or child, but this will not do for swimming. If any other jewellery is worn teachers will ask for this to be removed.

### **Personal Property**

As neither school nor Bradford Council can accept any responsibility for lost or damaged personal property brought or left in school. Parents are requested to label all such items (including school uniform) with their child's name and avoid sending him/her into school with expensive items. Parents can also insure their pupils' private property on their home contents or other policies but sadly school is unable to do this.

In certain cases please see section on Financial Assistance for details of possible grants towards the purchase of school uniform.

## **ENCOURAGING GOOD BEHAVIOUR AND SCHOOL RULES**

The School encourages children to follow their rules by positive teaching, rewards and encouragement. Our School encourages pupils to behave at all times in a Christian fashion, treat others with respect and obey those in authority. A range of sanctions will be used if needed. These range from verbal reprimands for minor offences to the final sanction which is exclusion from school for a period or permanently. To guide pupils as to how to behave we have developed the following set of rules which are:

**1. Obey all staff immediately**

**2. Never hurt anyone with your hands, feet, objects or words**

**3. Always do your best**

**4. Always be polite and well mannered**

**5. Take care of other people, yourself and the things you use**

**6. Always act sensibly**

Please see Behaviour and Antbullying Policy for more details.

**LIST OF GOVERNORS**

Mr B Burton	(Chairman)
Mrs J Holdsworth	(Vice Chair)
Fr F Smith	
Mrs S Rooney	
Mr K Burns	
Mrs Rothera	
Mr M Markey	
Mr E Hughes	
Mrs C McCormack	
Mr S McCreesh	
Mrs R Gatehouse	
Mr P Spillane	
Miss C Manchester	(Clerk)

**LIST OF MAIN TEACHING STAFF**

Mr P V Spillane	(Head)
Miss C Emmott	(Deputy Headteacher)
Mrs C Watt	(Assistant Head KS2)
Miss C Brown	
Mrs P Crook	
Mrs A Christie	
Mrs H Dawson	
Miss A Deegan	
Mr M Doidge	
Miss E Goff	
Miss C Parkinson	
Mrs A Holroyd	
Mr E Hughes	
Miss S McCauley	
Miss S McCarney	
Miss M McWalters	
Miss E Murray	
Mrs H Shaw	
Mrs R Ryan	
Miss R Schofield	
Miss R Swift	

Mrs C Tidgwell  
Mrs R Whelan  
Miss L Watson

### GENERAL DISCLAIMER

Though the particulars within this document are correct as at October 2013, it should not be assumed that there will be no change affecting the relevant arrangements, or some matter particularised

- a. Before the start of, or during the school year 2014/15
- b. In relation to subsequent years.

### **ADMISSION POLICY 2014/15**

Saint Columba's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its Governing Body 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.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the school and intends to admit 50 pupils to Reception in the school year which begins in September 2014.

#### **Oversubscription criteria**

**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. Looked after children from Catholic families.
2. Baptised Catholic children who live in the defined area.
3. Other baptised Catholic children.
4. Other looked after children.
5. Children of other Christian denominations, or other Faiths, whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing by a minister of religion of an appropriate religious leader.
6. Other children.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

Where the offer of places to all applicants in any of the categories listed above would lead to over-subscription the following terms will be applied.

The attendance of a brother or sister at the same school at the time when the younger child starts school will increase the priority of an application within each category.

### **Tie Break**

Where the offer of places to all applicants in any of the categories listed above would still lead to over-subscription, the available places will be offered to those living nearest in the school. 'Straight line distance' will be used as the measure.

### **Application Procedures and Timetable**

Failure to provide a Common Preference form (CPF) would mean that the application is not valid and failure to provide a school Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

A Standard application form, known as the Common Preference Form must be completed and returned to the Local Authority by 12<sup>th</sup> January 2014. The supplementary Information form attached to this policy should be submitted by 5<sup>th</sup> January 2014 to the School. Parents or carers will be advised of the outcome of their applications by the end of March. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right to appeal to an independent appeal panel.

### **Waiting Lists**

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. The waiting list will follow the order of the over-subscription set out above. Names are normally taken off the list after six months.

### **Pupils with a Statement of special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of the separate procedure are set out in the Special Education Needs Code of Practice.

### **Note (These notes form part of the over-subscription criteria)**

**Catholic** means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this. This includes the Eastern Catholic Churches.

**Catechumens** are those children who have given 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. A letter from the Catholic Priest preparing the child is required.

**Looked after child** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

**Defined area** is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

**Siblings (Brothers and Sisters)** Includes children with brothers and sisters (including step-brothers or sisters residing at the same address), of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

**Twins or Triplets** where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

**Straight Line Distance** will be measured from the main entrance of the school to the home.