SCHOOL PROSPECTUS

SAINT ANNE'S CATHOLIC PRIMARY SCHOOL

LOWE STREET
BIRMINGHAM
B12 OER

TEL: 0121 675 5037
FAX: 0121 675 4990

Email: enquiry@st-annes.bham.sch.uk
School Website: www.st-annes.bham.sch.uk
Twitter: www.twitter.com/stannespri

Welcome to Saint Anne's School.

We hope your child will be happy and fulfilled at our school.

OUR MISSION STATEMENT

At Saint Anne's we look to Jesus as our guide in praying and learning, as we strive to achieve all our God given talents.

Each one of us is special and we accept and respect one another as children of God.

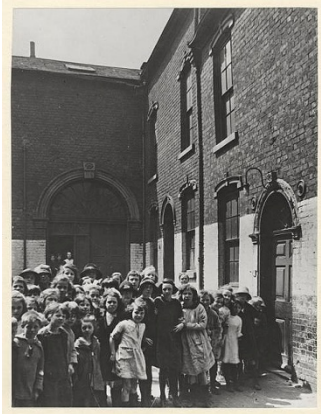
ABOUT OUR SCHOOL

Saint Anne's is a Catholic, Voluntary Aided Primary School in the parish of Saint Anne's, Alcester Street, Birmingham.

It is one of the most historic Catholic schools in Birmingham, founded in the late 19th century by John Henry Newman. It opened on its present site in 1957.

The school caters for up to 210 children aged between 4 and 11 years. Because it is a Catholic School, Religious Education and the Christian ethos are central, and it is expected that all staff, parents and children will be fully involved in this crucial aspect of our school life.

We accept children of other faiths and recognise the need to prepare all children for life in a multi-cultural society.



Saint Anne's when it was located in Allcock Street
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OUR SCHOOL STAFF

Headteacher:	Mr W. Gopaul
Deputy Headteacher:	Vacant
Assistant Headteacher:	Mrs N. Tighe
Teaching Staff:	Miss C. Battick Miss I. Fortuin Miss E. Greening Miss V. Morsley Miss C. Murphy Miss L. Rees Mrs S. Samra Mrs J. Younger
Teaching Assistants:	Mrs D. Hemus Mrs B. Leslie-Rollins Mrs S. Malik Mrs K. Molloy Mrs Y. Nayyar Mrs J. Pitt Mrs B. Virdee
Teaching Assistant/Mentor:	Mrs S. Chinn
Senior Office Manager:	Mrs A. Van Hagen
Administrative Support:	Mrs D. Caines
IT Technician:	Mr J. Edge
Building Services Supervisor:	Mr E. Tighe
Lunchtime Supervisors:	Mrs V. Boyce Mrs D. Hemus Mrs B. Leslie-Rollins Mrs S. Malik Miss M. Mulcare Mrs S. Zahoor
Kitchen Staff:	Mrs V. Bradley and Mrs M. Swaby
Breakfast Club:	Mrs D. Hemus, Mrs B. Virdee, Mrs V. Bradley and Mrs B. Leslie-Rollins

OUR GOVERNING BODY

Chair of Governors:	Mr M. McConnell	(Foundation Governor)
Vice Chair:	Monsignor Browne	(Foundation Governor)
Governors:	Mr W. Gopaul	(Headteacher)
	Mrs M. Powis	(Foundation Governor)
	Miss B. Peel	(Foundation Governor)
	Mrs J. Chudowski	(Parent Governor)
	Mrs Tighe	(Staff Governor)

Clerk to the Governors: Miss L. Oakey

Governor's Expenses
Governing Body expenses for financial year 2015 – 2016 was a nil return.

Governor's Meetings

The Full Governing Body meets at least once each term.
The Governors have ultimate responsibility for the upkeep and conduct of the school; a responsibility they carry out by delegation to committees and to the Headteacher.

The committees are:

Finance, Personnel and Premises
Curriculum

SCHOOL TERM DATES FOR 2016 - 2017

AUTUMN TERM 2016

Staff Training Days
Monday 5th and Tuesday 6th September

Autumn Term One
Wednesday 7th September to Thursday 20th October

Staff Training Day
Friday 21st October

Holiday
Monday 24th October to Friday 28th October

Autumn Term Two
Monday 31st October to Friday 16th December

Holiday
Monday 19th December to Monday 2nd January

SPRING TERM 2017

Spring Term One
Tuesday 3rd January to Friday 17th February

Holiday
Monday 20th February to Friday 24th February

Spring Term Two
Monday 27th February to Friday 7th April

Holiday
Monday 10th April to Friday 21st April

SUMMER TERM 2017

Summer Term One
Monday 24th April to Friday 26th May
May Day: Monday 1st May

Holiday
Monday 29th May to Friday 2nd June

Summer Term Two
Monday 5th June to Tuesday 25th July

***Additional Staff Training Days to be added**

THE SCHOOL DAY

School starts at **8.55 a.m.**

All children have a **15 minute** break during the morning.

Children in Key Stage 1 have their dinner at **11.55 a.m.**

Children in Key Stage 2 have their dinner at **12.20 p.m.**

Afternoon school starts at **12.55 p.m. for Key Stage One**
1.00 p.m. for Key Stage Two

School ends at **3.00 p.m.**

The door opens at **8.45 a.m**. and children go straight to class. A member of staff receives the children at the entrance door and takes any messages for the class teachers. School starts at **8.55 a.m.**

Children must not leave the school premises once they have entered them without the permission of the Headteacher.

Children who arrive late should enter through the main door, where their name will be recorded.

For security reasons and to encourage independence, **we ask that you do not accompany your child into the school building.**

HOME TIME

If you are not collecting your child because there is an unexpected change of plan, please inform the school office as soon as possible and no later than 2.00 p.m. so that staff are aware who is collecting your son or daughter.

LATE BEING COLLECTED

If you have not informed us that you have been unexpectedly delayed, we will contact Social Care and Health in line with local Authority guidelines.

LOOKING AFTER YOUR CHILD

At Saint Anne's we have a **Family Group** system and children belong to one of four Family Groups:

Saint Andrew
Saint David
Saint George
Saint Patrick

Each Family Group is led by members of staff and children from each class are in each group.

In group meetings and assemblies we celebrate successes and important events, teach children about our Mission Statement and our Golden Rules. We make the children feel special and valued as individuals and as part of their Family Group.

We aim to develop good relationships between all members of our school community.

PARENTS IN SCHOOL

At Saint Anne's, we encourage parents to play an active part in school life and value working in partnership with them.

1. If you have some free time, teachers always welcome help with classroom activities such as reading, cooking and art. Please note if you are a regular volunteer, you will require a Disclosure and Barring Service check.
2. You are always welcome to come into school and work alongside your child by prior arrangement with the Headteacher.
3. You are invited to attend all our Masses and special Assemblies and will be involved in preparation for the Sacraments of Reconciliation, Holy Communion and Confirmation. The Parish Priest, Parents and Staff work together as a family to promote the children's spiritual growth.
4. If you have a concern about your child you should make an appointment through the office to speak to the class teacher after school.
   Parents may not see teachers before school as they are preparing for the day ahead.
   The Headteacher is always willing to speak to you about any worries you have concerning your own child.

KEEPING PARENTS INFORMED AND REPORTING TO THEM ABOUT THEIR CHILD'S PROGRESS

You will receive weekly newsletters from the Headteacher about what is happening in school.

At the beginning of each term you will receive information about the work which your child will be doing so that you can help him/her at home.

Your child will have a Reading Record as a link between you and your child's teacher.

Targets are set each half term for all children in Reading, Writing and Numeracy which will be shared with you. You will also receive feedback on target outcomes through certificates.

Parents' Evenings are held both in the Autumn and Spring terms, when we will tell you how your child is getting on in his/her work, and how he/she gets on with other children.

In July you will receive a written report giving details of your child's achievements in work and behaviour, and telling you how you can help your child to improve. You will have the opportunity to discuss this report with your child's teacher.

If you need to complain.....

If you have a concern about your child or wish to complain about any aspect of school life, please contact the Headteacher first of all.
If you are still not satisfied, your complaint should be addressed to the Chair of Governors.
The Complaints Procedures of the L.A. and the Diocesan Schools' Commission are held in school and are available to parents on request.

OUR SCHOOL UNIFORM

We expect the children to wear uniform for School.

Winter Uniform - GIRLS
Grey skirt or pinafore dress
(Grey / Black trousers may be worn in winter - **NO JEANS, OF ANY COLOUR**)

White shirt, with school sweatshirt or cardigan and school tie

Sensible black shoes. (**NO TRAINERS**)

Winter Uniform - BOYS
Grey trousers (**NO JEANS OF ANY COLOUR**)

White shirt with school sweatshirt and school tie

Sensible black shoes. (**NO TRAINERS**)

Summer Uniform - GIRLS
Green checked dress.
Grey skirt or pinafore dress, yellow polo shirt, school sweatshirt or school cardigan
Sensible sandals or shoes. (**NO MULES OR JELLIES**)
Plain green sun cap – no logos.

Summer Uniform - BOYS
Long or short grey trousers (**NO JEANS**)
Yellow polo shirt with school sweatshirt.
Plain green sun cap – no logos.

WHAT TO WEAR FOR P.E.

ALL children should wear:
Black shorts (**not** Bermudas or long shorts)
Yellow T-shirt with school badge
Black pumps for P.E.

(Children will also need swimming kit from Year One.)

Please ensure all clothing is clearly marked with your child's name.

No extreme haircuts, including shaved patterns or dyed hair are allowed in school.

The following items and sundries are available to purchase from our school office.

Sweatshirts, cardigans, polo shirts, T-shirts, shorts, school bags, ties, coats, caps, PE bags, reading bags and water bottles.

HEALTHY EATING AT SAINT ANNE'S

Breaktime Snacks

At Saint Anne's we encourage the children to eat healthily. **Fresh fruit** is provided for children in Key Stage One and Key Stage Two children are allowed to bring one piece of fresh fruit from home to eat at morning break if they wish.
(Crisps, sweets, chewing gum and drinks are **not allowed.**)

Allergies

As some children who attend our school are allergic to nuts, please do not include any nuts or products containing nuts in lunchboxes.

Toast

You have the opportunity to order toast for your child to eat during their morning break. There is a charge of £5.00 at the start of the year which covers the full school year.

Water in school

Children are allowed to drink only water during the school day. (No pop or squash – for **milk** see note on page 14)
It has been proven that children who drink water are more alert, better able to concentrate on their work and have clearer skin and fewer health problems.
Water is freely available throughout the day and the children may drink water at any time. Please provide your child with a non-spill plastic bottle which they can refill.

BREAKFAST CLUB

This operates daily from 8.00 am to 8.30 am and is open to all children. There is currently no charge for this.

MILK IN SCHOOL

For a small cost, currently 20p per day, the children may buy milk in school. This is ordered through the school office and paid for half-termly in advance.

MEALS AT SCHOOL

We have a "regen" kitchen at Saint Anne's and hot meals are prepared on the premises and served in our dining room.
Parents of children who have special dietary requirements should inform the school.

Every child in Reception Class and Key Stage One are currently eligible to receive a free school meal.

All meals must be paid for in advance on Monday morning. Please send dinner money in an envelope clearly marked with your child's name, year group and the amount enclosed in the envelope.

School meals in Key Stage Two cost £2.15 per day (£10.75 per week). There is usually a small increase every April and parents will be notified of any change.

Children may have a packed lunch. This should not contain sweets, chocolate or any type of nut or food containing nuts or nut traces. Children may bring water from home, or use their school bottle, but for safety reasons cans, glass bottles and flasks are not allowed.

One week's written notice must be given for any change to meal arrangements.

OUR BEHAVIOUR POLICY

The Behaviour Policy at Saint Anne's is based on the teachings of Jesus and all children are expected to keep our "golden rules".

OUR GOLDEN RULES FOR A HAPPY SCHOOL

1. *We will follow school rules and instructions without delay.*
2. *We will be kind to each other and keep our hands and feet to ourselves.*
3. *We will always try to do our best and allow others to do the same.*
4. *We will look after our classroom and school, taking care of our belongings and those of others.*
5. *We will speak quietly and respectfully to everyone.*
6. *We will move sensibly around the school and playground.*

Please remember:
"Play fighting" is NOT allowed.

OUR ANTI-BULLYING POLICY

At Saint Anne's School, we believe that every child has a right to learn in a safe, secure and respectful environment. We want our children to look forward to coming to school every day and to enjoy their time with us.

There are very few incidents of bullying at Saint Anne's, but we regard bullying as a serious threat to a child's happiness in school, and, if it should happen, we always take firm action against it.

Bullying is persistent behaviour by one individual or group towards another individual or group which is deliberately targeted to upset that individual.

Bullying can be either direct [carried out by the perpetrator] or indirect [carried out by another child at the request of the perpetrator]. It is also important that children recognise that passive behaviour in the face of bullying [ignoring, watching but not participating, failing to report] can also be identified as a form of indirect bullying.

Bullying is continuous; not an isolated incident of unacceptable behaviour or relationship difficulties where two or more children are involved in unacceptable behaviour.

Children are encouraged to tell someone in school immediately an incident takes place, and certainly before they go home.

(A copy of the full Anti-bullying Policy is available in school.)

ZACCHAEUS

We subscribe to a Catholic organisation called Zacchaeus.

Our Zacchaeus support is provided by Mr Brookes on Monday, Tuesday, and Wednesday afternoons.

Children are referred to the service for a variety of reasons including bereavement counselling, relationship support and confidence building.

SCHOOL PLANNER AND GOLDEN STAMPS

Every child has a Home/School Planner and they are expected to take it home very night and bring it to school every day.

If your child has followed the school's rules throughout the day, they will be awarded a golden stamp and you can congratulate them on having a good day at school but if they haven't been successful, you can see the reason and speak to your child about it.

It is vital that you support your child to meet all the following requirements in order that they can achieve a golden stamp at the end of each day:

- attend school and arrive by 8.55 a.m.
- wear the correct school uniform smartly throughout the day
- completed any homework set and handed it in on time
- brought their reading book to school
- have the correct PE/Swimming Kit for their lesson
- their planner has been signed by an adult at home

Your child must ensure that they have:

- done their best in all lessons
- been respectful and well behaved throughout the day, including breakfast club, playtime and lunchtime

At the end of each half term, the total number of golden stamps is recorded and when your child reaches the following golden totals of 30, 60, 90, 120, 150, 170 stamps, they will receive a prize at the end of the half term – the prizes getting bigger and better the more stamps they collect throughout the year.

WHAT DO WE TEACH AT SAINT ANNE'S?

The National Curriculum forms the basis of our work and the children are taught the following subjects:

Core subjects: Religious Education, English, Mathematics, Science, Computing.

Foundation subjects: Art, Music, History, Geography, Design Technology, P.E., SMSC, Foreign Language.

RELIGIOUS EDUCATION

Saint Anne's is a Catholic School and Religious Education is taught in accordance with the beliefs of the Catholic Church and following the Diocesan Religious Education Strategy.

Our Religious Education programme is designed to develop a deeper understanding of the life of Jesus our guide and knowledge of the important events and feasts of the Church's year.

Furthermore, through the R.E. Curriculum we explore the main focus of world religions. We accept children of other faiths into our school community and children of all religions are welcome to join all celebrations during school hours.

We invite all parents to join us when we celebrate Mass and themed Assemblies, and especially as partners in preparing their children for the Sacraments.

ENGLISH (LITERACY)
The National Curriculum forms the basis of our work in English. We develop children's skills in speaking and listening, reading and writing.

MATHEMATICS (NUMERACY)
The National Curriculum forms the basis of our work in Mathematics. The Mathematics curriculum promotes high standards in number work, problem solving and data handling.

SCIENCE
In Science, children learn to experiment and investigate. They study Biology, Chemistry and Physics and focus on life and physical processes and materials. We aim to develop in the children an understanding of science in everyday life as well as teaching a scientific vocabulary.

SMSVC
In Spiritual, Moral, Social,Vocation and Cultural Education, the children explore their relationships, learn how they can contribute to their community and how to maintain a healthy life style.

COMPUTING
Society is increasingly dependent on computers for communication. Children develop their ICT skills by using the computers in our fully equipped IT Suite.

HISTORY
In Key Stage One, children develop a sense of History based on their own lives. In Key Stage Two, children learn about specific periods of History, from the Stone Age to the Twentieth Century.

GEOGRAPHY
In Geography children learn about places, people, weather, and develop geographical skills such as map reading and data gathering.

FOREIGN LANGUAGE
Children in Key Stage Two are taught Spanish. They learn a basic vocabulary, how to hold a social conversation and communicate in writing.

MUSIC
In music lessons, children have the opportunity to sing, compose, listen and perform. They also learn about famous composers. All children in Year Four learn to play the flute and can continue with lessons into Years Five and Six if they develop a keen interest. Children in Years Three and Five learn to play the Steel Pans.

PHYSICAL EDUCATION
In Physical Education, children develop skills in games, gymnastics, dance, athletics, swimming and outdoor pursuits, learning to appreciate the importance of keeping fit.

ART AND DESIGN
Art is carefully planned to provide a progressive development of skills and artistic approaches and knowledge of famous artists and paintings.

DESIGN AND TECHNOLOGY
In Design and Technology children work on a range of designing and making activities and become creative problem solvers, both individually and as part of a group.

SEX EDUCATION: GOD'S GIFT OF LIFE.

Sex and Relationships Education is taught within the framework of Religious Education lessons using the recommended scheme of the Birmingham Archdiocese, **"All That I Am".** Through this we support the growth of the whole child, including personal, social and emotional development.

Any parent who wishes to withdraw their child from sex education lessons when taught outside the Curriculum must apply in writing to the Governing Body.

SPECIAL EDUCATIONAL NEEDS

Children who, for any reason, have greater difficulty in learning than the majority of children of the same age have a special programme of support.

Saint Anne's operates the **"SEN Code of Practice"**, and parents are involved at every stage in plans for meeting their child's needs.

Similar provision is made for children who have behavioural problems or children who have additional medical needs.

A copy of our Special Needs Policy is available from our Special Needs Coordinator.

When planning work for their classes, teachers ensure that the needs of children who are especially gifted are also met.

CHILD PROTECTION

We are committed to the highest standards in protecting and safeguarding the children entrusted to our care. If we have any concerns about a child, then we have a duty of care to the child and have an obligation to contact Social Care and Health.

The Designated Senior person is the Headteacher and in their absence, a member of the Senior Leadership team.

CARE AND CONTROL

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

ATTENDANCE AT SCHOOL

Regular attendance at school is required by law.
You **must** inform the school before 9.15 a.m. if your child is absent, and provide a letter upon their return to school.

Absence from school falls into two categories:
authorised absence - where we are informed of a valid reason;
unauthorised absence - where we do not know the reason for absence, or when a child arrives after close of Registration at 9.10 a.m.

If we are concerned about a child's attendance, we have a responsibility to involve the Education Welfare Service.

Regular attendance is very important as any absence affects your child's progress.

Please do not arrange holidays during term-time, this impacts on your child's learning and can affect progress.
The Governors will not authorise any leave of absence for holidays and will only consider special leave of absence if your child has at least 95% attendance.

HOMEWORK

Homework is given throughout the school to support classwork, to give you the opportunity to be involved in your child's education and to create a link between Home and School.

Every child should read at home every night.

In Foundation Stage, children are given words to learn and from Year One, all children have spellings and tables to learn each week.

In Years Five and Six children will complete project work.

All children can access a resource we purchase called Education City. It is an online program for Literacy, Numeracy and Science.

EXTRA-CURRICULAR ACTIVITIES

At Saint Anne's, an important feature in the education of our children is that provided in after school clubs and out-of-school activities.

Children in Key Stages One and Two may be invited to take part in after-school clubs, which during the year 2015/2016 included Multi-Skills, Circuletics, Rounders, Football, Olympic Sports, Dodgeball, Basketball, Cricket, Keyboard, Guitar and Choir.

Throughout the year, educational visits are arranged which support the curriculum, for example, to Mount Pleasant Farm, Blakesley Hall, Sarehole Mill, the Nature Centre, Hams Hall Environmental Study Centre, the Botanical Gardens and the Birmingham Museum and Art Gallery. Children can take part in a residential trip at least once during Key Stage Two.

Every year the children enjoy taking part in the Catholic Primary Schools' Athletics at Alexander Stadium.

CHARGING FOR EDUCATIONAL VISITS

Parents are asked for voluntary contributions for educational visits. A copy of the Charging and Remission Policy is available in school.

FREEDOM OF INFORMATION PUBLICATION SCHEME

The Governing Body will charge for documents under this scheme. The cost on average will be 20p per sheet to cover photocopying and administrative costs.

IN SICKNESS AND IN HEALTH…….

Sometimes children do become ill at school. It is very important that we know who we should contact and where they can be contacted in an emergency. Please make sure that we know:

who to contact and the order
where to contact them
at least two emergency telephone numbers
the name and number of your child's doctor

Remember to tell us straight away if any of these details change.

We also need to know about any special medical needs, for example, **allergies**, and how we should deal with them.

Please do not send your child to school if he/she has:

diarrhoea
vomiting
raised temperature
severe cough or sore throat
unusual spots or a rash
infected skin patches
severe itching of body or scalp or is obviously unwell.

There is a chart on the next page to help you with the most common infectious diseases.

TABLE OF INFECTIOUS DISEASES

INFECTION	INFECTIOUS PERIOD	PERIOD OF EXCLUSION
Chicken Pox	From 2 days before to 5 days after appearance of rash. Infectiousness reduced once rash appears.	Until scabs have formed and no new lesions are appearing.
Conjunctivitis	While active	Once treatment has started and improvement seen.
Diarrhoea	While there is diarrhoea. Risk of spread is reduced once stools are well formed.	Until well and 48 hours after diarrhoea has stopped.
Glandular fever	For several weeks.	Until well.
Head Lice	As long as lice or live eggs are present.	Until treatment is given.
Impetigo **	Until lesions have healed or 48 hours after antibiotic treatment started.	Treatment has started and skin is improving or sores on exposed surfaces such as scalp, face, hands or legs are covered with adhesive dressings.
Influenza	3 – 7 days from onset of symptoms.	Until recovered.
Measles	A day or so before rash to five days afterwards.	Until five days after appearance or if well.
Mumps	From 7 days before onset of symptoms to 9 days after appearance of swelling.	9 days from onset of swelling.
Whooping Cough	From 7 days after exposure to 21 days after onset of cough.	5 days after starting antibiotics if well enough.
Ringworm **		
a) Scalp	While lesions present	Re-admit once oral treatment has commenced and head shampooed with special shampoo.
b) Body	While lesions present.	Re –admit once treatment started.
German Measles	7 days before to 5 days after onset of rash. Infectiousness reduced once rash appears.	5 days after onset of rash.
Scabies**	While mites and eggs are present.	Once first treatment has been given.

** Indicates infection that requires medical treatment.

MEDICINES IN SCHOOL

If a child is taking medicine, he/she is usually not well enough to attend school.

Teachers are **not allowed** to give medicine to children. Please ask your doctor to prescribe in such a way that all doses can be taken outside school hours.

We have many children who suffer from **asthma** and who need to use inhalers during the day. If your child is asthmatic, please make sure that he/she has an **inhaler** which can be kept in school at all times and that it is **clearly marked** with his/her name.

You will be expected to complete an Asthma card for your child and ensure it is updated when treatment or symptoms change.

If your child doesn't require their inhaler, you must notify the school office in writing.

It is very important that we know if your child has any condition which requires special treatment or regular medication. **All** medical information is **entirely confidential.**

MEDICAL EXAMINATIONS

All children have a **medical examination** during their first year in school. Parents are expected to be there. The school nurse is also available to give advice on health problems by appointment.

JEWELLERY AND VALUABLES

Jewellery of any kind is **not allowed** in school, except for a small **single** gold stud in each ear. This is for health and safety reasons, and we expect all parents and children to support this rule.

Please be aware that studs will have to be either removed or covered when children go swimming or have PE.

Children do not need to wear a watch to school as there is a clock in each classroom.

Children should not bring items of value to school.

The school **is not responsible** for lost items, this includes mobile phones.

MOBILE PHONES

Children in Year Five or Year Six are allowed to bring a mobile phone to school if an agreement has been signed and only if they go home on their own.

SUPPORTING YOUR SCHOOL

We ask for a contribution to School Fund of £2.00 per family per term. This provides for little extras to support our work in school and enables us to subsidise educational visits.

KEEPING PARENTS INFORMED

We can send text messages to parents' mobile phones. This means that we can pass a message to groups of parents quickly and easily. Nothing can replace a telephone call when it is needed so mobile text messaging will only be used in appropriate situations.

TO HELP YOUR CHILD HAVE A HAPPY DAY IN SCHOOL:

- Please make sure that your child is in school by **8.55 a.m.** every day.
- Please make sure that your child has brought their reading book and homework to school.
- Please make sure that your child has the appropriate clothing for the day, i.e. school uniform, P.E. kit, swimming kit.
- Please ensure that your child does not wear jewellery, except for a small single gold stud in each ear. (This is for safety reasons.)
- Please ensure that your child does not bring toys to school.
- **Please make sure that your child and your child's teacher know who is collecting them at the end of the day. If you do have to change your usual arrangements, please contact the office before 2.00 p.m.**
- Please make sure that your child is collected promptly at **3.00 p.m.**
- Please **DO NOT SMOKE** on School premises. Local Education Authority rules.)
- Please do not bring a dog in to the school playground

Thank you for choosing Saint Anne's.
We hope that your child will be happy with us.

ARRANGEMENTS FOR PROSPECTIVE PARENTS

Any prospective parent wishing to visit the school should contact the school office in the first instant, where arrangements will be made.

The Admissions Policy

The Admission Policy of the Governors of Saint Anne's Catholic Primary School is as follows:

The School's Admission Number is 30.

If the number of applications exceeds the standard number, Governors will consider applications according to the following order of priority:

CRITERIA FOR ADMISSION

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September 2016 is 30.

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

A map of the parish boundary is available at the school 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 or special guardianship order).
2. Baptised Catholic children living within the Parish of Saint Anne's who have a brother or sister (see Note 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parish of Saint Anne's.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
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 or special guardianship order).
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

Note 1
Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to applicants.

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.

Parents 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 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 able to decide between the applicants of those pupils who are 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 school 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 legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from 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 school 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 2015/2016 admission round will be withdrawn if the child does not take up that place during the 2015/2016 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 should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body of Saint Anne's Catholic Primary School. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body of Saint Anne's Catholic Primary School will consider applications submitted and advise the parents of the outcome of their application 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
http://www.gov.uk/government/publications/summer-born-children-school-admission

NURSERY
Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS
Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. 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 school 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 school but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LIST
Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

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

Waiting lists for admission will remain open until the 31 December 2015 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded.

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 school's list in accordance with the order of priority for allocating places.

Inclusion on a school'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 in accordance with a Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS POLICY
The governing body have adopted the LA fair access policy for 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 to the governing body at the school.

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

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 of Catholic schools 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 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.)

DIOCESAN EDUCATION SERVICE

Supplementary Information Form

School Name: **Saint Anne's Catholic Primary School**

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school 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		No	
Is the certificate of Catholic Baptism/ Reception attached?	Yes		No	

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 complete a local authority application form. This supplementary information form is only for school use to enable the governing body to rank applicants using the published criteria.