



ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

PROSPECTUS





ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

Huddersfield Road, Millbrook
Stalybridge, SK15 3JL

Tel: 0161 338 4095
Web: www.st-raphaels.tameside.sch.uk
Twitter: @straphsRC

Headteacher: Mrs L. Lakner
head@st-raphaels.tameside.sch.uk

Dear Parents/Carers,

It is with great pleasure that we welcome you to the St. Raphael's Catholic Primary School Prospectus. I hope that you will find much to interest you. Here you will be able to discover what makes St. Raphael's such a special place, why children love to be here and why they remember it with such affection after they have left.

We are proud and privileged to serve our Catholic community in the area. Our vision of the quality of learning is based on the values of the Gospel and on an acceptance of each child being a special creation destined to enjoy the fullness of life.

We acknowledge and celebrate the partnership we have with our parents and look forward to working with you. Parents are the prime educators of their children and all our endeavors are geared to supporting you.

The school has an active social calendar and holds fundraising activities through the year. Parents are kept informed of their child's progress through online learning journals, Parents' Evenings and an annual written report. We have many systems to aid communication including: a website, newsletters, morning 'Greeter', a text message and email service and Twitter account. Please contact us if you have any questions. You are always assured of a warm welcome.

Kind regards,

A handwritten signature in blue ink that reads "Mrs L. Lakner". The signature is written in a cursive, flowing style.

Mrs Lynn Lakner
Headteacher

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“May God’s love shine in our lives as we care and share and learn together”

MISSION STATEMENT

At St Raphael's Catholic Primary School, God is at the heart of everything we do. God's love has made us unique. Each one of us is special. In our daily lives we try to be followers of Jesus Christ. Whatever we do in school is for the glory of God.

We work together as home, school and parish to be a welcoming Catholic community where all may realise their full potential.

SCHOOL AIMS

- We aim to help each child achieve full potential by adopting a curriculum and teaching/learning styles that are wide ranging and differentiated to cater for individual needs.
- We strive to meet pupils' personal and social needs and promote the acquisition of Catholic values, which are as important as developing academic potential.
- We work to provide a school environment in which pupils are happy, feel secure and valued as individuals and learn to co-operate with one another.
- We welcome and encourage a partnership in which the interest and participation of pupils, parents, staff, governors and others, in all aspects of the educational process, are celebrated.
- We aim to ensure the continued success of our family atmosphere. By listening to each other, and responding positively, we can achieve this.

SCHOOL INFORMATION

St Raphael's is a Group 2 Voluntary Aided Catholic Primary School. There is a separate unit in the school grounds which houses the Early Years Foundation Stage. The school is in the parish of St Peter's and St Raphael's Catholic Church. Our Parish Priest is Father Philip Atkinson.

We provide a Catholic education and make our aims clear in our mission statement. We celebrate our beliefs through liturgy in school and all the children and staff join together in collective worship each day.

We work in partnership with parents in preparing and celebrating Sacramental programmes. The children have the opportunity to prepare Masses which take place frequently in school. Members of the parish and all parents are regularly welcomed into school to join us at Mass and other celebrations.

PARTNERSHIPS

We work closely with our parish, St Peter's and St Raphael's, Stalybridge.

We are in an Education Partnership with the local Catholic primary schools of both the Shrewsbury and Salford Dioceses and our secondary Catholic feeder school, All Saints' Catholic High School.

We are part of the Stalybridge School Partnership which links with all Stalybridge Primary Schools and our secondary feeder school, Mossley Hollins.

LOCATION

Located in the rural setting of Millbrook, close to the local towns of Stalybridge and Mossley, our school provides primary education from nursery age to Year 6, accommodated across the main school building and the purpose built Early Years Foundation Stage.



School Address: Huddersfield Road
Millbrook
Stalybridge
Cheshire
SK15 3JL

Telephone number: 0161 338 4095

Email: head@st-raphaels.tameside.sch.uk
admin@st-raphaels.tameside.sch.uk

Website: www.st-raphaels.tameside.sch.uk

Twitter: @StRaphsRC

Headteacher: Mrs L. Lakner

Chairperson of Governors: Mrs C. Bardsley

Tameside LA – Education Services

Tameside Council Offices, Tameside One, PO BOX 317,
Ashton under Lyne, OL6 0GS

Telephone: 0161 342 8355

SCHOOL STAFF

Senior Leadership Team

Mrs L. Lakner	Headteacher / Safeguarding Lead
Mr D. Matthews	Deputy Headteacher / Year 6 Teacher / Safeguarding Officer
Mrs C. Fletcher	School Business Manager
Mrs S. Murphy	Teaching & Learning Responsibility / Year 2 Teacher
Mrs J. Lee	Teaching & Learning Responsibility / Year 4 Teacher

Foundation Stage

Mrs S. McLeod	Nursery Teacher / PSHE Lead
Mrs C. Shields	Reception Teacher
Mrs K. Neale	Reception Teacher / SENCO
Mrs Z. Wells	Teaching Assistant Nursery
Mrs C. Melville-Terry	Teaching Assistant Reception

Key Stage 1

Miss C. Taylor	Year 1 Teacher
Mrs S. Murphy	Year 2 Teacher / SLT
Mrs J Stevenson	Teaching Assistant Year 1
Miss G. Unsworth	Teaching Assistant Year 2

Key Stage 2

Miss L. Wilson	Year 3 Teacher
Mrs J. Lee	Year 4 Teacher / SLT
Miss G. Pollitt	Year 5 Teacher
Mr D. Matthews	Year 6 Teacher / Deputy Headteacher
Miss A Sellers	Support Teacher
Mrs M. Rankin	Teaching Assistant – Year 3/4
Mrs K. Stoddard	Teaching Assistant – Year 3/5
Miss L. Gavin	Teaching Assistant - Year 6
Mrs C Tortoiseshell	SEN/Nurture Teaching Assistant

Support Staff

Miss G. Southworth	School Support Assistant / Inclusion Manager / Safeguarding Officer
Mrs C. Fletcher	School Business Manager
Mrs K. Kempster	Administration Assistant
Mrs H. Potts	Administration Assistant

Mr G. Page	Caretaker
Mrs L. Jones	Cleaner
Miss G. Schofield	Cleaner

Miss T. Norton	Cleaner/Welfare Assistant
Miss D Sherlock	Welfare Assistant

Mrs S. Thorp	Cook
Mrs L. Jones	Assistant Cook

School Pastoral Care

Father Philip Atkinson	Parish Priest
Deacon Antony Zidan	Parish Deacon

In addition to the above, school utilises specialist teachers for certain areas of the curriculum and school enrichment.

LIST OF SCHOOL GOVERNING BOARD

Mrs C. Bardsley	Foundation Governor Chair of Governing Board
Mrs. S. Costello	LA Governor Vice Chair of Governing Board
Mrs L. Lakner	Headteacher
Miss G. Pollitt	Staff Governor
Miss B. Robinson	Foundation Governor
Mr P. Casey	Foundation Governor
Deacon A. Zidan	Foundation Governor
Mrs R. Turbatu	Foundation Governor
Mrs C. Power	Foundation Governor
Ms Zoe Stapleton	Parent Governor
Mr Richard Bruce	Parent Governor

In addition, Mr. D Matthews and Mrs. C Fletcher attend Governing Board Meetings as Observers.

APPOINTMENT OF GOVERNING BOARD

Foundation Governors are appointed by the Diocese.

Parent Governors are appointed by the School.

Local Authority Governors are appointed by Tameside MBC.

Staff Governors are appointed by School Staff.

ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY FOR SCHOOL 2024-25

St Raphael's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is 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 Our Lord Jesus Christ.

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The governing body has set its admission number at **30 pupils to be admitted to the reception year** in the school year which begins in September, **2024**.

The governing body may admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan EHCP (see note 1)

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

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see notes 2&3)
2. Catholic children who are resident in the parish of **Ss Peter & Raphael Stalybridge**. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

Tie Break²

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives any benefits related to the child.

¹ This is for admission to the school at the start of the school year in September and not for applications made in-year

² This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round³, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to **St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge, SK15 3JL** by **15th January 2024**.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2024.

Late Applications⁴

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

Any such request should be made in writing to **Mrs Lynn Lakner, Headteacher at St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge**, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term (see school calendar).

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to:

Tameside Admissions Team online <https://www.tameside.gov.uk/admissions> or by contacting School Admissions, Tameside Council, PO Box 317, Ashton-under-Lyne OL6 0GS (Telephone Number – 0161 342 3204)

More information can be found on the school website :

<http://www.st-raphaels.tameside.sch.uk/>

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

³ This is for admission to the school at the start of the school year in September and not for applications made in-year.

⁴ This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

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

Nursery⁵

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

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

2. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A 'looked after child' is 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

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

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

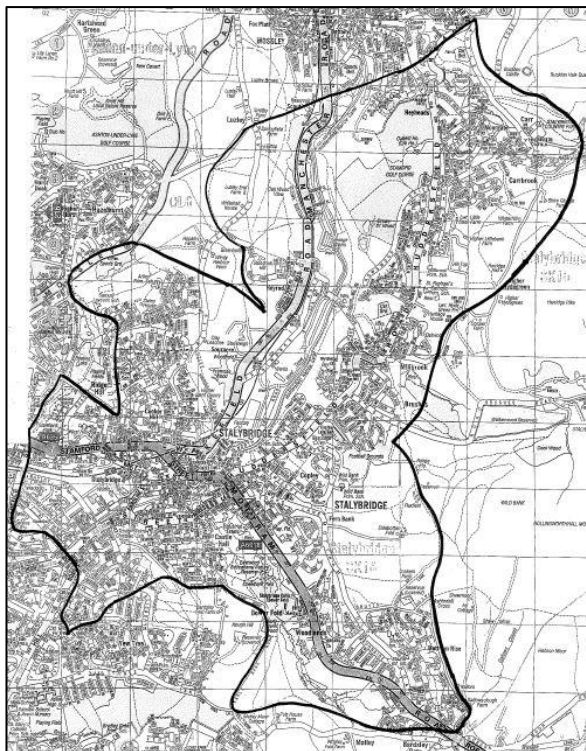
- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
- 9. 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.
- 10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for **September 2024**.



PLEASE NOTE THAT ADMISSION ARRANGEMENTS FOR NURSERY ARE DIFFERENT AND HAVING A PLACE IN NURSERY DOES NOT GUARANTEE A PLACE IN RECEPTION

ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL **ADMISSIONS POLICY FOR NURSERY 2024-25**

St Raphael's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is 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 Our Lord Jesus Christ.

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

The Governing Board is the admissions authority for Nursery places and has responsibility for admissions to the school Nursery. The Governing Board has set its admission number at 26 to be admitted to the Nursery in the school year which begins September 2024.

The Governing Board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number (PAN.)

This policy was written with reference to Statutory Guidance for Local Authorities on 'Early Education and childcare. (June 2018). The policy has been written in conjunction with headteachers from the Nursery Admissions Consultation Group.

Purpose

- To provide clear guidance for Governing Bodies on Nursery Admissions in all maintained nurseries.
- To ensure a consistent approach to Nursery Admissions throughout the authority

Entitlement to Nursery Education Places

All children are entitled to a free part-time nursery education place. That entitlement is from the term **after** their third birthday. However, provision is made by a range of providers and the local authority aims to provide places in the year before they enter Reception. Some places may be available for three year olds in the term after their 3rd birthday if there are places available.

Each child is entitled to a maximum of 15 hours free early years education per week from the term following their third birthday. This entitlement can be delivered flexibly by the school (where it is able to do so and in response to parental demand). If the free entitlement is taken flexibly, it must be no more than 10 hours per day. The full 15 hours entitlement should be over no fewer than 2 days.

Entitlement to 30 Hours Free Childcare - families of 3 and 4 year olds who meet the eligibility criteria may also be entitled to an additional 570 hours of free childcare, giving a total of 1140 hours e.g. 30 hours per week for 38 weeks.

Roles and Responsibilities

The Local Authority will:

- distribute Tameside's policy for nursery admissions to all appropriate Governing Boards
- provide schools with a standard nursery admissions application form
- disseminate information about nursery education providers via the Family Information Service
- provide guidance and support for Governing Boards offering Nursery provision
- publish timescales for Nursery Admissions annually
- measure distances by request (Please note a charge may apply)

The Governing Board / school should:

- keep a record of all parents expressing an interest in a nursery place for their child
- send out application forms to parents of children, who have expressed an interest according to LA timescales.
- make it clear on all correspondence to parents that a place in nursery does not guarantee a place in Reception
- inform parents in writing of an offer or a refusal according to LA timescales
- provide copies of the following leaflets/factsheets to parents who have been refused a place:
 - Free entitlement funding - Directory
 - Admissions to Nursery Classes 2024-25
 - How to claim your free early education place

Parents / Carers are expected to:

- register their interest in a particular school by contacting that school
- complete and return an application form according to given timescales
- confirm acceptance of a place

Allocation of Nursery Places

The governing board is the admissions authority and has responsibility for admissions to this nursery and will undertake the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at **26 pupils to be admitted to the nursery year** in the school year which begins in September, **2024**. The governing board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Places will be allocated to Tameside residents who will be 4 years old between 1 September 2024 and 31 August 2025 in the first instance. Places should be offered to children who will become 4 years old between 1st September 2024 and 31st August 2025 (and therefore born between 1st September 2020 and 31st August 2021).

Where a school receives less applications from Tameside residents who will be 4 years old between 1st September 2024 and 31st August 2025 than there are places available, all must be offered places. Where a school receives more applications from Tameside residents who will be 4 years old between 1st September 2024 and 31st August 2025 than there are places available the following over subscription criteria must be applied in order:

Pupils with an Education, Health and Care Plan EHCP (see note 1)

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

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Where school receives more applications from Tameside residents who will be 4 years old between 1 September 2024 and 31 August 2025 than there are places available the following over subscription criteria will be applied in order:

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

9. Catholic looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see notes 2&3)
10. Catholic children who are resident in the parish of **Ss Peter & Raphael Stalybridge**. (see notes 3&11)
11. Other Catholic children. (see note 3)
12. Other looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2)
13. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
14. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
15. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
16. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (iii) **Siblings:**The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).

(The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.)

- (iv) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

(v) Age

Priority will be given to children in the following order:

- 1 Children who will be 4 years old by 31st December 2024
- 2 Children who will be 4 years old by 31st March 2025
- 3 Children who will be 4 years old by 31st August 2025

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives any benefits related to the child. In the event of distances being the same for 2 or more applications where this distance

would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round⁶, you must complete a Nursery Application Form available from the school office or on the school website. You are also requested to complete the Supplementary Information Form available from the school office if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Nursery Application Form and any Supplementary Information Form should be returned to the school office at **St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge, SK15 3JL**.

Applications for nursery places for admission September 2024 should be submitted to the school by 31st March, 2024.

Offer letters for admission September 2024 will be sent by the end of April 2024.

Offer letters for admission January 2025 will be sent by the end of October 2024.

Allocating places to Tameside resident children applying after the main allocation procedure has been completed

If school still has nursery places available after the main allocation process has been completed, the Governing Board will offer places to subsequent applicants on a 'first come first served basis', as long as that child is of the correct age i.e. will become 4 years old between 1st September 2024 and 31st August 2025 (and therefore born between 1st September 2020 and 31st August 2021) and lives in Tameside. Should a Tameside resident parent request a place after the allocation process and the school has places available, a place should normally be offered.

Allocating places to children who do not live in Tameside

If school still has nursery places available after the summer half term preceding the September that applicants wish to be admitted, these can be allocated to children who do not live in Tameside and who will become 4 years old between 1st September 2024 and 31st August 2025 (and therefore born between 1st September 2020 and 31st August 2021), according to the over subscription criteria.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting **Mrs Lynn Lakner, Headteacher at St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge, SK15 3JL**.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

The governing board reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

12. An Education Health and Care Plan is a plan made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

13. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order .

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order

A 'looked after child' is 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

14. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

⁶ This is for admission to the school at the start of the school year in September and not for applications made in-year.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

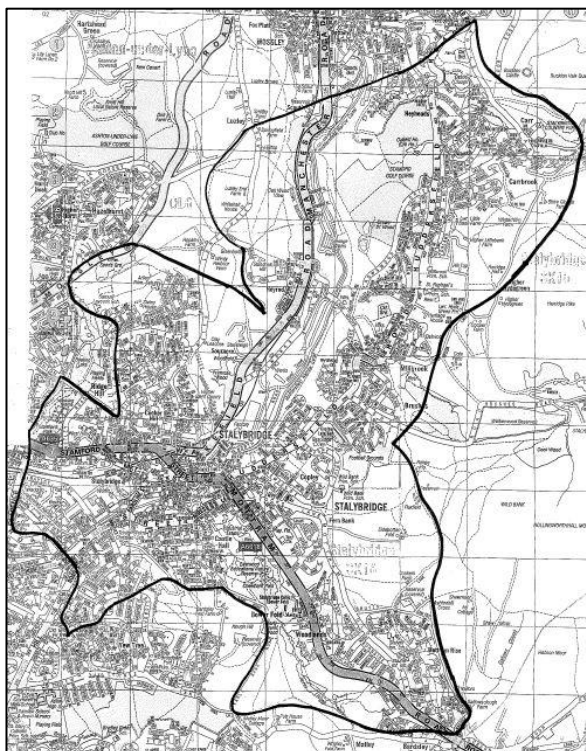
15. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
16. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
17. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

18. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

19. 'Brother or sister' includes:
 - (iii) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address; and
 - (iv) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
20. 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.
21. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
22. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for **September 2024**.



SAFEGUARDING

At St Raphael's we have robust systems in place to ensure that we safeguard our children. A copy of our child protection policy can be found on the school website.

Part of this is to ensure that parents have details of who to contact in schools with any questions regarding child protection.

Below is the list of people to speak to and their role within school;

1. Mrs. L Lakner (Headteacher)
2. Miss G. Southworth (Inclusion Manager)
3. Mr D Matthews (Deputy Headteacher)

Miss Southworth is available to speak to most morning and evenings at home time, if you have any concerns.

The school driveway has a no parking policy for health and safety reasons and access is restricted at peak times to all visitors. Parking is available on the both St Raphael's and Revive church car-parks.

BEHAVIOUR

At St Raphael's we have high expectations for our children's behaviour, this is reflected in our results.

You will find our classrooms to be calm and nurture a positive learning environment. We have a positive behaviour policy based on our Gospel Values and Golden Rules. A copy of our Behaviour Policy is available via our website.

We ask for our parents' support in behaviour matters and request that all parents sign a Home/School Agreement.

Unacceptable behaviour e.g. bullying, is not tolerated. Parents are informed in the event of a serious breach of behaviour and joint action will be taken. A copy of our Behaviour Policy is available via our website.

Such matters as attendance, appearance, health, general progress, class discipline and welfare are the responsibility of the staff under the overall direction of the Headteacher. Each teacher is concerned with the well-being and happiness of the children in his/her care.

SCHOOL HOURS

Whilst each class has their own routines the school day at St Raphael's is structured as follows;

- | | |
|---------------|---|
| 8:00am | Breakfast Provision Opens – Pre-Booking Required |
| 8.45am | Gates Open – Staff on Gate
Children go straight to Class for 8.55am start. |
| 8.55am | Children arriving after this time should enter school through the main reception. |
| 9.05am | Friday – Whole School Praise Assembly – All Welcome |
| 9.30am | Monday – Hymn Practice
Tuesday – Pupil Gospel Assembly |
| 10.00am | Thursday – Parish Mass in the School Chapel - All Welcome |
| 10:45-11:00am | Morning Break KS1 |
| 11.00-11.15am | Morning Break KS2 |

11.45am	Nursery finishes – children to be collected unless staying for afternoon childcare.
11.45-1.10pm	EYFS Lunch Break
12.00-1.00pm	KS1 Lunch Break
12:15-1.15pm	KS2 Lunch Break
2:30-2.45pm	KS1 Afternoon break
3:15pm	End of school day
4.30pm	After School Provision Closes – Pre-Booking Required

Children in Nursery and Reception have outdoor play opportunities throughout the school day.

In the main school please bring your children to the main gate, in Nursery and Reception please enter via the pathway at the Parish Hall. A member of staff is always on duty to welcome you in the morning. These are health and safety requirements aimed at keeping all the children secure. For the same reasons cars are not allowed to park on the school grounds or driveway. Please use the church car park or the car park opposite school at Revive church.

BEFORE & AFTER SCHOOL PROVISION

School runs its own before and after school childcare provision every morning and evening during term time. This opens at 8.00am and closes at 4.30pm. The cost of the provision is £3.00 for morning sessions and £4.00 for afternoon sessions with a discounted rate for siblings in the afternoon of £3.00. The children are looked after by school staff and provided with breakfast and an afternoon snack. The provision runs a cashless system with income collected using the school's online payment system. Tax Free childcare vouchers can also be accepted by request.

EXTENDED PROVISION & WRAPAROUND CARE – NURSERY PROVISION

St Raphael's Catholic Primary School only offer morning nursery places for children between 8:45am and 11:45am. Extended Provision (30 Hours Childcare) is available for the afternoons to qualifying parents at St Raphael's – further information is available at the school office. In addition, wraparound care is available every afternoon Monday-Friday at a charge of £15.00 per session, application forms are available from the school office.

The Extended Provision and Wraparound care is offered after Nursery finishes at 11:45am until school closes at 3:15pm. The children are taken for lunch at 11.45am and start the afternoon session after lunchtime play at 1.00pm. Your child may bring a packed lunch or have a school dinner at a cost of £2.95 per day (September 2023).

OUT OF SCHOOL CARE PROVIDERS

School operates before and after school provision for pupils which opens at 8.00am and closes at 4.30pm. Parents can register and book sessions on a half termly basis.

Alternatively, where parents require out of school childcare which provides more flexible times or holiday provision to support their childcare needs the Tameside Council – Family Information Service holds a list of all registered childminders and local providers, parents can use this function to search for providers in there are and contact them direct.

Tameside Council Online Childcare Provider - <https://www.tameside.gov.uk/childcarefinder>

Tameside Family Information Service – Childcare Service - <https://isppweb.tameside.gov.uk/Synergy/PublicEnquiry/>

SCHOOL MEALS – UNIVERSAL FSM

School meals are freshly cooked each day on the premises by our friendly and helpful kitchen staff. There is a choice of a main meal and a dessert. The children can also choose from a variety of fresh salads. Children may also bring a packed lunch. We aim to be a healthy school so we do encourage children to have healthy lunchboxes. Please think about this when preparing a packed lunch. Please note – no fizzy drinks or chocolate bars.

Children in KS1 – this is Reception, Year 1 and Year 2 – are entitled to receive a free school meal. This is part of the Government's Universal Free School Meal initiative (UFSM). Whilst you are entitled to a free school meal every day, the school's policy in relation to school meals and notice periods remains the same.

For children in Nursery and Year 3 to Year 6, school meals are currently available at a cost of £2.95 per day as at September 2023. School Meals are delivered by the Tameside School Meals Partnership. We recommend that dinner money is paid online at www.tameside.gov.uk in the school meals section. This ensures that as parents you receive a receipt from Tameside.

Please be aware that school policy requires 2 weeks' notice to change between school meals and packed lunches in writing. Costs may be incurred if notice is not given due to cancellation policies in place with Tameside Council.

Enquiries regarding eligibility for Free School Meals for children in Year 3 to Year 6 may be made online via the OFSM portal, further information and a link to the application form can be found on the school website at http://www.st-raphaels.tameside.sch.uk/?page_id=4472

Foundation Stage are provided with fruit and milk in a morning and an afternoon snack. Key Stage 1 are provided with fruit every morning.

All children are supervised during the dinnertime and are expected to have good table manners at all times.

SCHOOL UNIFORM

The school requires that children come clean and neatly dressed wearing the following simple uniform:

Winter Uniform

- Grey Skirt / Pinafore / Trousers.
- Y1-Y6 – Plain Blue Shirt.
- Y1-Y6 - Blue and Yellow Tie – Rip Tape / Clip or Traditional.
- EYFS - Plain Blue Polo Shirt / School Branded Polo Shirt.
- School Branded Blue Jumper / Cardigan
- Grey/Black/White - Socks/Tights

Summer Uniform

- Gingham Blue Dress / Skirt & Blouse
- Grey Shorts / Skirt.
- Plain Blue Polo Shirt / School Branded Polo Shirt.
- School Branded Blue Jumper / Cardigan
- Grey/Black/White - Socks/Tights

Footwear

- Sensible, closed toe, black footwear only.
- Boots /Trainers /Heels are not allowed.

PE Kit

- Indoor - Navy Blue PE Shorts, School Branded Blue PE T-Shirt and Black Pumps.
- Outdoor - Years 1-6 - Navy Tracksuit/Sweatshirt/Jogging Bottoms, School Branded Blue PE T-shirt and Trainers.
- Children also need a PE bag which is clearly marked with their name.

School Bags

- Reception Class and Years 1-4 are to use a school book bag as their schoolbag.
- Years 5 and 6 may use their own schoolbag.

Jewellery

- Is NOT permitted at any time.
- This covers earrings and clear retainers, plasters are NOT permitted over earrings at any time.

Make Up

- Is NOT permitted at any time, this includes nail polish.

Hair

- Long hair should be tied up.
- No extreme hair-styles are allowed, eg, bleach, tram-lines, highlights, spikes etc.
- Please refrain from using excessive hair products.

UNIFORM STOCKISTS

Top Marks School Wear <https://topmarksschoolwear.co.uk/>
82 Old Street, Ashton Under Lyne, OL6 7JR

MCS Stores <https://mcsstores.co.uk/>
32 Market Street, Ashton Under Lyne, OL6 6ER

(Links for online retailers available on the School Website Uniform Page)

PLEASE NOTE:

- It is important to mark very clearly your child's name on all items of clothing and equipment including shoes, book bags, PE kit etc
- Any lost uniform is easier to return if it is clearly labelled.
- Any uniform found without names will be put into lost property.
- Any unclaimed uniform will be recycled after 6 months.

THE CURRICULUM

All children have an entitlement to acquire the skills, knowledge and understanding to equip them for life. The National Curriculum consists of:

- English
- Maths
- Science (the core subjects)
- Art and design
- Design and technology
- Geography
- History
- Information and communication technology
- Music
- Physical Education
- Religious Education
- Personal and Social Health Education
- Modern Foreign Language (French)
- RSE

More details about the curriculum at St Raphael's can be found on the website under the Curriculum Section.

As a Catholic School Religious Education is central to our Curriculum. Presently we follow the scheme entitled "The Way, The Truth and The Life" which is approved by the Bishop's Conference of England and Wales and is particularly

relevant to the spiritual and moral growth of young children today. This is supported by our attention to the feasts and celebrations of the Liturgical Year which frame school life.

The whole curriculum enriches our children's life and prepares them for adult life. As part of their spiritual, moral, physical and social development there is a role for education in Personal Relationships. This is taught within the context of family values, warmth, trust and security using the Ten:Ten scheme of work which is reviewed annually and has been approved by the Bishop's Conference of England.

RELATIONSHIP EDUCATION

The Governing Board has agreed that as part of the relationship and health education at St Raphael's will be taught by using a Catholic scheme which is supported by the Diocese. We use the Ten:Ten scheme of work called, 'Live Life to the Full' which is reviewed annually and has been approved by the Bishop's Conference of England.

HOMEWORK

In providing regular homework we aim to;

- Encourage children to see learning as more than just a school related activity
- Enable parents to be more actively involved in the education of their own child
- Reinforce and extend work done in school

We do ask for your assistance in making sure that homework tasks are carried out and returned on time. A copy of our homework policy can be found on the school website.

ASSESSMENT

The children are continually assessed as units of study are taught. The teachers use their professional judgment to plan for the children's progression.

The children are also given assessment exercises at different times throughout the year and the results are kept within our whole school tracking system.

The children are also formally assessed at the end of Early Years Foundation Stage, Year 1 in Phonics, at the end of KS1 (Yr 2), Year 4 in Multiplication and at the end of KS2 (Yr 6) with SATS - Standard Assessment Tests (SATs).

SPECIAL EDUCATIONAL NEEDS

The staff of St Raphael's aim to offer every pupil, including children with special educational needs, a broad and balanced curriculum and to enable them to make the greatest possible progress in partnership with parents and with support from the appropriate agencies.

Children who may have special education needs are identified as early as possible. Special Educational Needs and Disabilities (SEND) can be considered as falling under four broad areas; communication and interaction, cognition and learning, social, mental and emotional health, sensory and/or physical.

At St Raphael's we aim ensure that all pupils, regardless of their specific need make the best possible progress. These children are monitored carefully and given individual consideration and attention. Our Special Education Needs Coordinator is Mrs Neale, who is also based in Year 1. St Raphael's SEND statement and further information relating to SEND can be found on the [school website](#).

COMMUNICATION AND SUPPORT

Good communication with parents is vital to ensure that children can thrive in school. We have many methods of communication to ensure that parents and school are kept up to date with different circumstances.

The Early Years team is always available in the morning and after school for any questions you may have. In the main school Miss Southworth, Mrs Lakner and Mr Matthews are available on the gate in the mornings as a first contact with messages, queries and concerns and Miss Southworth is also available after school. The best time to speak to the teachers is usually at home time as in the morning they are preparing for the day.

We also have a half termly newsletter which is also published on the school website. The school website is a great source of information about school and helps create a home-school link for parents. We have a text and email service and a school Twitter account - @StRaphsRC. We are a paperless school and send the majority of our communication out by email.

Over and above this you can visit or email the school office with any queries you may have admin@st-raphaels.tameside.sch.uk

Miss Southworth also works as our Family Support Officer and is a contact if you need help. All matters are dealt with confidentially. In addition to this, Miss Gavin, Mrs Stoddard and Mrs Tortoisshell have responsibility for children's Personal Social and Health Education (PSHE) and Wellbeing and are members of staff that children or you can contact if you feel that your child has a worry to talk about.

At St Raphael's we truly value the wellbeing of children and their families. Parents' views and feedback is important to us and please feel free to ask school questions, no matter is too big or too small.

HEALTH AND WELFARE

The school nurse visits our school throughout the year and parents are welcome to be present at any examination or treatment their child may receive.

Routine checks are made by the Health Visitor, School Nurse and School Dentist. The school also participates in the Nasal Flu vaccination programme (parents must complete NHS consent forms). The school has a responsibility for the health, safety and welfare of the children while they are in school.

Head lice can be a problem in school from time to time. We have taken advice from the local health authority and following National Guidelines we are advised that it is not our responsibility to check children's hair. If school are notified of head lice we will ensure this is communicated with parents.

School follows with HSC Public Health Agency guidance on infection control in schools and other childcare settings in relation to management of illness and infections.

PASTORAL CARE

Any parent who is worried about their child is encouraged to contact the school to arrange to see the Headteacher or a member of staff. The local authority is also represented through its Education Welfare Officer, Therapists, Schools Psychological Service, School Doctor, Dentist and Nurse. School Governors and the Clergy at St Peter and St Raphael's are also available for help and advice.

Due to the day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of school staff that a child may have been abused, the school is required, as part of the Tameside Child Protection Procedures, to report their concerns to the Social Services Department immediately.

ASSEMBLY AND WORSHIP

Our community life is nourished and supported by the time we spend together as a whole school. Assembly, Hymn Practice, Mass, collective worship and a range of celebrations are opportunities to develop our faith understanding. It is here we celebrate and share our work to help others in need at home or overseas.

Pupils will often lead these occasions and family members are always welcome. One such occasion is the Friday Praise Assembly at 9.05am where we celebrate the achievements of the week, inside and outside school. Father Philip also celebrates a weekly mass on Thursday mornings at 10.00am – all parents/carers, families and parishioners are welcome.

SCHOOL FUNDS AND VOLUNTARY CONTRIBUTIONS

Parents are encouraged to give a weekly donation of £1.50 in order to support and enhance curriculum activities. The EYFS Fund is a donation of £1.50 per week which is collected via School Money. This helps to cover the cost of snacks and additional resources e.g. baking. As part of school life, we seek to enrich the curriculum where possible to provide appropriate and exciting learning experiences, more often than not these come at a cost.

The school fund is a useful way of paying for these experiences but this does not cover all activities so at times we ask for voluntary contributions for activities which take place during school hours. There is no obligation to contribute and your child will not be treated differently according to whether or not you have made any contribution towards a trip. This does not cover any residential trips in year 5 and 6 as these take place outside school hours.

The school is a cashless environment and uses SchoolMoney to collect payments.

Please Note: Section 118 establishes that the restrictions on charging for school activities do not in any way prohibit the school from seeking voluntary contributions to cover the cost of any trip organised during school hours. Sections 106-111 and 117-118 of the Education Reform Act 1988 sets out the law on charging in all schools as from 1989. For detailed information on these charges see DES Circular No. 2/89.

ATTENDANCE

If you are arriving late to school i.e. after 8.55am you must come into school via the school office to get a late mark for your child – this also applies to the children in Foundation Stage. If you arrive after 9.05am you will be marked as late after registration has closed and not receive a mark for the morning session.

Holidays should not be booked in term time under guidelines from the DFE; therefore, we would ask you to consider the implications of this very strongly before you decide to book holidays in term time. The Local Authority may choose to impose fines for absences from school.

The timetable is planned in great detail in order to ensure coverage of the National and the wider Curriculum. When children miss school it is very difficult for the teacher to ensure that your child can make up the lost ground. It is not possible for teachers to provide work for children who are going away in term time. School will provide regular attendance updates in newsletters and reports across the year.

Requests for leave of absence should be on the school pro-forma and submitted to the school offices. Leave of absence taken during term time will be unauthorised by the Governing Body, following guidelines from the local authority unless there are exceptional circumstances.

WHAT TO DO IF MY CHILD IS ILL?

If your child is ill please email or phone school before 9.30am or email the [school office](#). Please be aware that an absence cannot be authorised unless we have received a phone call/email advising a reason for the absence.

Children must remain off school for 48 hours after any incidence of vomiting or diarrhoea. Guidelines for infections & illnesses can be found on the school website via the parents frequently asked questions page.

LEAVING THE SCHOOL PREMISES

Pupils are not permitted to leave the school premises during school hours.

When a child has an appointment, they must be collected by a known adult. Adults must collect the child from the school office and sign them out, giving reasons/and proof e.g. medical appointment card for the withdrawal from the teaching session. A member of the office staff will ensure that your child is brought to you. On return your child must be brought back in and signed in at the school office before returning to class.

COMPLAINTS

Formal procedures are in place for consideration of any complaints in relation to school life. In the first instance the Headteacher should be contacted. It is hoped that complaints may be resolved informally this way.

If this is not possible, formal procedures involving the Governing Board may be invoked. The Chair of Governors can be contacted via school. In all cases the principles of full and fair investigation, quick and efficient action and information on the progress of the complaint will be followed. The Complaints procedure is available on the school website.

A FINAL WORD

I hope you have found this prospectus informative – if you would like more information or want to see what has been happening in school please visit the school website which is regularly updated.

You will also find a great 'Parents Information' section on the website which may help to answer any further questions you may have.

If you do have any questions or concerns which can't be answered, please don't hesitate to get in touch with the school direct, you will always be greeted with a warm welcome and helpful attitude.

Thank you for showing an interest in our school and for taking the time to find out more about us.

