



# **St. Mary's Catholic Primary School**

## **Determined Admission Policy**

### **2018-19**

**Vision: 'A Journey to Excellence'**

**We believe that each child is made in the image and likeness of God therefore we develop the 'whole child' to reach their individual potential. We have high expectations and celebrate success both academically and socially. We aim to provide an outstanding Catholic education so that we can make a valuable contribution to the community in which live and serve.**

**Mission statement:**

**'We are happy living and learning in God's Friendship'**

# **St Mary's Catholic Primary School**

## **GOVERNORS' ADMISSION POLICY**

### **2018/2019**

St Mary's Catholic Primary School is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire County Council as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2018/2019 the governing body's planned admission number is 30.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

*'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.'*

- **Supplementary Form** – Applications for a place in Reception at September 2018 must be made on the online Common Application Form issued by Lancashire County Council by the date specified by Lancashire County Council. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF) and return at the same time. The SIF is to be returned to the school.

1. All Looked After Children and Previously Looked After Children.
2. Children with proven and exceptional medical and social needs provided that appropriate evidence from a doctor or social worker is submitted with the application.
3. Baptised Catholic children who have a brother or sister attending the school at the time of admission.
4. Other baptised Catholic children residing in the former parish of St Mary's Bacup.
5. Other baptised Catholic children.
6. Children who have a brother or sister attending the school at the time of admission.
7. Other children.

## **Admission to the Nursery Class**

Nursery Class admissions are handled in a separate Admissions policy.

### PRIMARY NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of governors including the Chair of Staffing and Finance Committee and the Headteacher.
- b) Parents must complete an online common application form (located at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)) and express first, second and third preferences for primary school admission. A Supplementary Information Form, which can only be obtained from the school office, should be completed also. Parents will be able to apply from the beginning of September 2017 to 15 January 2018. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors' decision by Lancashire County Council by 16 April 2018 by email. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- d) Each Catholic applicant will be required to produce a baptismal certificate.
- e) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- f) Exceptional Needs - Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- g) Special Needs - As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.
- h) Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- i) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- j) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- k) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- l) Late applications will be considered in accordance with the published admissions criteria. If the school is over-subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- m) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- n) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors. The outcome of the appeal is binding on all parties.
- o) Twins/Triplets etc - Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.
- p) Usually, children at St Mary's Catholic Primary School are admitted in the September following their 4th birthday - over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.
- q) Deferred entry to primary schools - If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.
- r) In Year / Non Routine Admissions - It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

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**SUPPLEMENTARY FAITH REQUEST FORM**

**School Name:** St Mary's Catholic Primary School

**Local Authority:** Lancashire

**Name of Applicant:**

**Date of Birth:**

**Address of Applicant:**

**Parish Community in which you live/worship:**

**Please confirm that the applicant is a baptised Catholic?**

Yes ☐ No ☐

**The baptismal certificate must be presented to the school**

**I hereby apply for a place at St Mary's Catholic Primary School for the child named above.**

**Signature of Parent/ Carer:**

**Date:**