

IMPORTANT NOTICE TO ALL PARENTS

Primary School Admission Arrangements 2018/19

The Governing Body for this School will retain the same admission policy for 2018/19 as was determined for 2015/16, 2016/17 and 2017/18.

As a result, the admissions policy remains unchanged.

However, please note the admission number has increased from 14 to 15.

Please note that the closing date for 2018/19 applications is 15 January 2018.

Offer notices will be issued on 16 April 2018.

Please contact the school direct if you have any questions regarding admission.

St. Mary's Catholic Primary School – Lea Town



ADMISSIONS POLICY FOR SEPTEMBER 2015 TO AUGUST 2016

St Mary's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by the Lancashire Local Authority as a voluntary aided primary school.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St. Mary's Catholic School.

St. Mary's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

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 Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

It is the duty of the 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. No more than 30 children will be admitted to any one reception or infant class.

The Governing Body has set the planned admissions number for September 2015 at 14. The Local Authority and other parties required by law have been consulted on this.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2014

1. Applications for a place at the school should be made on the Local Authority form or online at www.lancashire.gov.uk/e-admissions by the 15th January 2015.
2. Parents must complete the common application form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the enclosed/school's Supplementary Information Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.

The supplementary information form should be returned to the **school** by the 15th January 2015.

3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Offers will be posted to parents or guardians by second class post by the Local Authority on 16th April 2015.
6. 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.

OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 14 children in September 2015. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Baptised Catholic Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St. Mary's, Lea Town, St. Andrew & Blessed George Haydock, Cottam and St. Robert's, Catforth.
4. Baptised Catholic children from other parishes.
5. Non Catholic Looked After Children and previously Looked After Children.
6. Non Catholic children who have a sibling in the school at the time of admission.
7. Other children.

EXPLANATORY NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2015.
- b) 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One.
- e) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of school building. Distances are measured using the Councils' Geographic Information System. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) Sibling is defined as a brother or sister, half brother or sister, foster and adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- h) 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 with 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.
- i) Late Application may not necessarily be considered by the governing body if not received by the set closing date. The governing body will decide whether to consider late applications based upon whether there is a genuine reason for the lateness of the application e.g. moving into the area after the closing date or having a genuine medical reason for being unable to complete the application on time.
- j) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- k) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. '
- l) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Arrangements for appeal will be made by the Local Authority. The decision of the Appeals Committee is binding to all parties and will be communicated in writing to the parents of the child. Appeal forms are available from school.
- m) 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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

n) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

**2015 SCHOOL ADMISSIONS
DIOCESAN SUPPLEMENTARY INFORMATION FORM**

**ADMISSION TO ST. MARY'S CATHOLIC PRIMARY
SCHOOL, LEA TOWN, SEPTEMBER 2015**

If you are applying a place for your child in St. Mary's Catholic Primary School on faith grounds please complete this form **in addition** to the Local Authority Form available online or issued by the Local Authority.

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

This form must be completed by the parent/guardian

PART A *(To be completed by applicant's parent or guardian)*

Name of applicant

Address of applicant

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Date of Birth

Name(s) of any sibling(s) who will be attending St Mary's at time of the applicant's planned admission in September 2015

Name Date of Birth

Name Date of Birth

Name Date of Birth

Is the child baptised Catholic? Yes No

I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism.

This information was provided by
(Please print) Parent/Carer

Please return this Form to: St. Mary's Catholic Primary School, Darkinson Lane, Lea Town, Preston, PR4 0RJ By 15th January 2015