

Diocese of Salford
St Mary's Catholic Primary School, Chipping

ADMISSION POLICY 2018-19

St Mary's is a Catholic voluntary aided primary school which was established by the Church to serve the parish of St Mary's, Chipping. The Governing Body, acting in accordance with the Code of Practice and the Salford Diocesan Policy Statement is responsible for the admission of pupils within the requirements of the law.

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

The Admission number for the Reception Year (2018-19) is 10. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However they are not required to attend school until the beginning of the term after their fifth birthday and so in appropriate cases, admission may be deferred until the beginning of the Spring, and Summer terms. If parents wish a deferment they should indicate so when accepting the offer of a place. Parents may also request that their child attend school part time until he/she reaches his/her fifth birthday; this should be discussed with the EYF teacher.

Applications for a place at the school should be made on the LEA common application form and returned to school by the County deadline.

In the event of over-subscription the following criteria will be applied in the following order of priority.

1. Baptised Roman Catholic children who are in public care and previously looked after children.

2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St Mary's Chipping .

3. Baptised Roman Catholic children resident in the parish of St Mary's Chipping.

4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.

5. Other baptised Roman Catholic children who are resident in another parish.

6. Other children who are in public care and previously looked after children.

.

7. Other children with a brother or sister attending the school at the time of admission.

8. Other children.

1. Definitions -

(i) Brother and sister are defined as children who share one natural parent, stepbrother or sister, or have been legally adopted or fostered into the family.

(ii) If only a single place can be offered for twins or triplets , then the Local Authority's system for a random draw will decide which pupil receives an offer.

(iii) Looked after children, as defined by section 22 of the Children Act 1989.

(iv) In the event of over-subscription in any category places will be offered first to those who live the closest to school as measured by a straight line on a map using the Council's electronic mapping system - the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building).

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).

(v) Where a child lives with parents with shared responsibility, the home within the shortest distance as measured by a straight line on a map using the Council's electronic mapping system will be taken as the child's home address.

(vi) If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Supplementary Admission Form and return it to the school.

Arrangements for Admission

1) All applications will be considered at the same time, and after the closing date, set by the Local authority.

2) Late applications, received before offers of places are made, will be accepted, provided that there is a good reason for their late arrival, eg illness, moving into the area.

3) Parents will be informed by letter of the outcome of their application.

4) For unsuccessful applications the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.

Where an application has been successful, parents must tell the school of their intention to accept the place within two week's of the date of the letter.

5) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Letters advising of an unsuccessful application will also invite parents to request that their child's name be placed on the waiting list.

The closing date for requesting to be placed on the waiting list will be two week's from the date of the letter. After this date parents will be informed of their place, on the waiting list.

The list will be maintained for the full autumn term in the academic year of admission.

In Year/ Mid Year / Non Routine Admissions

All parents/guardians requesting a school place, either because they are new to Lancashire Authority or because they are wishing to transfer schools within Lancashire during the school year, will be required to complete the relevant Local Authority Application Form. Parents/guardians who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's supplementary information form and return it directly to the school.

The admission of all students to Lancashire Schools will be coordinated by Lancashire Local Authority in line with recent changes in Legislation.

ST. MARY'S RCP SCHOOL

Local Authority – Lancashire
School Number 06/065

Supplementary Admission Form

Surname of Applicant:	Forename(s) of Applicant:
-----------------------	---------------------------

Address of applicant:
Postcode:

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.

To the best of my knowledge the information contained on this form is correct.

Signed(Parent/Guardian) Date.....