

## **IMPORTANT NOTICE TO ALL PARENTS**

### **Primary School Admission Arrangements 2019/20**

The Governing Body for this School will retain the same admission policy for 2019/20 as was determined for 2017/18 & 2018/19. As a result, the admissions policy remains unchanged.

**Please note that the closing date for 2019/20 applications is 15 January 2019.  
Offer notices will be issued on 16 April 2019.**

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

## **St. Mary Magdalene's R. C. Primary School Admission Policy**

### **School Mission Statement**

St. Mary Magdalene's is a Roman Catholic School.

Within our community, we seek to live within the Catholic faith as a family. Each child is a gift valued as a unique individual made in the image of God the Father, Son and Holy Spirit. We seek to share our ethos through prayer, forgiveness, loving, sharing and caring. In all aspects of life, we follow the teachings of Jesus and, through prayer, we are guided by asking ourselves: 'What Would Jesus Do?'

**Love one another as I have loved you.**

St. Mary Magdalene's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority 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 2017/2018 the governing body's planned admission number is 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions 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 2017 must be made on the Common Application Form (CAF) issued by Lancashire LA and returned to the Local Authority by the date specified by Lancashire LA. 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 it to the school at the same time. Please note that the SIF will only be available from the school and will not be available on-line.

1. Baptised Roman Catholics who are looked after 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 Magdalene.
3. Baptised Roman Catholic children resident in the parish of St. Mary Magdalene.
4. Other Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic Children.
6. Other children who are looked after and previously looked after children.
7. Exceptional medical and/or social needs where those needs can only be met at this school.
8. Other children with a brother or sister attending the school at the time of admission.
9. Other children.

## PRIMARY NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of Governors (Parish Priest), one other Foundation Governor and the Head Teacher.
- b) In the autumn term all parents are encouraged to apply online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).
- c) Parents must complete a common application form and express three preferences for primary school admission. **The closing date for all applicants will be determined by the Local Authority.** All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the governors' decision by Lancashire LA **on a date to be determined by the Local Authority.** An offer of a

place does not guarantee a place for brothers or sisters in subsequent years.

- e) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f) Parents should check carefully whether they are resident within the parish boundaries of St. Mary Magdalene's. A map illustrating parish boundaries is available in school.
- g) All applicants resident in the parish of St. Mary Magdalene will be required to provide proof of address, by supplying an original, up-to-date, utility bill.
- h) It is the duty of governors to comply with class size limits in Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted.
- i) 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 the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- j) 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 oversubscription criteria.
- k) Where there are more applications than places available in any category, priority will be given on the bases of proximity to the school. The distance between the Ordnance Survey Access Points for the school and the home measurement in a straight line will be used as the final determining factor (with nearer addresses having priority over more distant ones). The 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 will receive the offers.
- l) 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.
- m) The term 'brothers and sisters' will be taken to include half brothers and sister, step brothers and sisters, foster children, adopted children and children of the parent/carer's partner in the same household. The governing body reserve the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link. However the governing body must comply with the maximum class size of 30 children.
- n) If the school is over subscribed, 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.
- o) 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.

- p) Parents are asked to read and confirm receipt of Governor' published admissions policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- q) 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.
- r) The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties. The outcome of the appeal is binding on the parents and on the governing body.
- s) 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.
- t) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connection or place of residence.

### **Deferred Entry to School**

Admission authorities must allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **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 admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 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 Diocesan Supplementary Form and return it to the school.

### **Part Time Provision.**

Parents can request that their child attends part-time until the child reaches compulsory school age.

**ST MARY MAGDALENE'S R C P S  
DIOCESE OF SALFORD  
SUPPLEMENTARY FAITH REQUEST FORM**

School Name \_\_\_\_\_

Local Authority \_\_\_\_\_

Name of Applicant \_\_\_\_\_

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

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_