

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

ADMISSION POLICY 2022/23

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.

The Admission number for the Reception Year (2022/23) 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.

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 or have previously been looked after.
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.

3. Baptised Roman Catholic children resident in the parish of St Mary's.
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 or have been previously looked after.
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.

I. 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.

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, e.g. illness, moving into the area.

3) Parents will be informed by letter of the outcome of their application no later than April 2022.

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.

Approval March 2021 Reviewed Annually

Please print this form and take or post the completed copy to the school you are applying for
(see notes overleaf)

SUPPLEMENTARY INFORMATION FORM (SIF): STANDARD [ONLINE] VERSION

CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE

Admission to Primary School – September 2022

Please complete and submit this form by Monday 15 January 2022

SCHOOL APPLIED FOR:

Name of school: _____
Address of school: _____

APPLICANT INFORMATION:

Name of parent(s)/guardian(s): _____
Address: _____

CHILD INFORMATION:

Name of child: _____
Address of child: _____
(if different from above)

Is the child a baptised Catholic? Yes No

If 'yes', give the parish and date of baptism:

*** Please attach a copy of the baptismal certificate with this form Yes

In which parish does the child currently live (see note 2 – overleaf):

If the child is not baptised Catholic please state to which denomination or faith the child belongs (see note 3 – overleaf):

STATEMENT FORM

(TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)

Minister/Leader (Print name): _____

Address: _____

Position held: _____

Signed and dated: _____

NOTES FOR INFORMATION:

1. Supplementary Information Form (SIF)

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

2. Evidence of Baptism – Catholic

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate **or** the completion of the statement form overleaf will normally be required to confirm your child is a baptised Catholic. It is always helpful to attach a copy of your child's baptismal certificate.

3. Evidence of Faith Group membership

- (a) If you are applying for a Catholic primary school and want your child to be considered under the relevant criterion as an 'other than Catholic Christian' please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate if available or confirmation in writing by completing the statement form overleaf to show that your child is a member of a faith community is required. The form should be completed by the appropriate Minister of Religion.
- (b) If you belong to a faith other than Christian, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement form overleaf that your child is a member of their faith group.

PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ANY CATHOLIC PRIMARY SCHOOL WHICH IS ONE OF YOUR PREFERRED OPTIONS (ONE FORM TO EACH CATHOLIC SCHOOL WHICH IS A PREFERENCE). THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM.