



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

## **Admissions Policy 2018/19**

**Updated and ratified by Governors: November 2016**

**Authors: The Governing Body**

**To be reviewed and ratified by Governors:  
November 2017**

# St Mary's Catholic Primary School

## ADMISSIONS POLICY 2017/2018

St Mary's is a Roman Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Telford & Wrekin Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2017, the Governing Body has set its admissions number at **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.

- 1) Cared for children who are in the care of the Local Authority; Looked After Children and previously Looked After Children; baptised Catholic Looked After Children; non-Catholic Looked After Children and previously Looked After Children.
- 2) Baptised Roman Catholic children who have a sibling in the school at the time of admission.
- 3) Baptised Roman Catholic children resident in the parishes of The Good Shepherd.
- 4) Baptised Roman Catholic children resident in other parishes.
- 5) Other children who have a sibling in the school at the time of admission.
- 6) Other children.

### NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is the date set in January by Telford and Wrekin Local Authority in the academic year immediately before the children are due to start school.
- 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 Roman Catholic evidence of such Baptism will be required.
- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance is measured in a straight line from a central point of the family's home address to a central point of the school. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- 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, 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) 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.
- i) In-year applications will be treated as per the co-ordinated arrangements published by the LA, as published in the 2017/18 Primary Information booklet.
- j) 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. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l) 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.

All applicants will be required to fill in a supplementary form provided by the school

### Appendix 1

## Supplementary Information Form

Please complete in BLOCK CAPITALS and return to school.

<b>CHILD'S SURNAME:</b> .....
<b>CHILD'S FIRST NAMES:</b> .....
<b>DATE OF BIRTH:</b> ..... <b>GENDER:</b> ..... M/F
<b>ADDRESS:</b> ..... ..... .....
..... <b>POST CODE:</b> .....
<b>HOME TELEPHONE NUMBER:</b> .....
<b>POSITION IN FAMILY:</b> ..... <b>OUT OF</b> .....
<b>RELIGION:</b> .....
<b>CHURCH OF BAPTISM:</b> .....
<b>If your child is Catholic, we require a copy of your child's Baptismal Certificate.</b>
<b>MOTHER'S FULL NAME:</b> ..... <span style="float: right;">(MRS/MISS/MS)</span>
<b>FATHER'S FULL NAME:</b> .....
<b>SIGNED:</b> ..... <b>DATE:</b> .....

<b><u>If your child is transferring from another school or nursery, please complete the following:</u></b>
<b>NAME OF SCHOOL/NURSERY:</b> .....
<b>ADDRESS:</b> .....
<b>TELEPHONE NUMBER:</b> .....

Completion of this form does not guarantee a place in this school.

If you have any queries please contact the Headteacher or Mrs Suzanne Evans School Business Manager.