



St Mary's Catholic Primary School

Admissions Policy 2024/2025

Updated and ratified by Governors: February 2023

Authors: The Governing Body

St Mary's Catholic Primary School

ADMISSIONS POLICY 2024/2025

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and [instrument of government]¹ [articles of association]², and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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 2024, 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. Catholic looked after, previously looked after children and other looked after and previously looked after children. (See notes 2&3)
2. Catholic children who are resident in the parish of The Good Shepherd. (See note 3)
3. Other Catholic children. (See note 3)
4. Catechumens and members of an Eastern Christian Church. (See notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (See note 6)

¹ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy

² Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school

6. Children of other faiths whose membership is evidenced by a religious leader. (See note 7)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- I. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- II. The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of

adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'Brother or sister' includes:

- i. all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - ii. the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
11. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
12. 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.
13. 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.
14. If in any category there are more applications than places available, priority will be given based on 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. 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 most school days in a week.
15. 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.

16. In-year applications will be treated as per the co-ordinated arrangements published by the LA, as published in the Primary Information booklet.
17. 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.
18. 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.
19. 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.

CHILD'S SURNAME:
CHILD'S FIRST NAMES:
DATE OF BIRTH: GENDER: M/F
ADDRESS:
.....
..... POST CODE:
HOME TELEPHONE NUMBER:
NAME OF ANY SIBLINGS CURRENTLY IN SCHOOL.....
POSITION IN FAMILY: OUT OF
IS YOUR CHILD BAPTISED CATHOLIC YES/NO
FOR BAPTISED CATHOLICS:
MONTH AND YEAR OF BAPTISM.....
PARISH:
PARISH LOCATION (TOWN/CITY)
If your child is Catholic, we require a copy of your child's Baptismal Certificate.
MOTHER'S FULL NAME: (MRS/MISS/MS)
FATHER'S FULL NAME:
SIGNED: DATE:

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

- CHECKLIST FOR RECEPTION CLASS APPLICATIONS:**
- Deadline – 15th January 2024
 - Supplementary information form and baptismal evidence submitted to school
 - School place application made to the local authority

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

If you have any queries, please contact the Headteacher or Mrs Nicola Pryce School Business Manager.