

# St Mary's Catholic Primary School

## Admissions Policy 2020- 2021



**Date adopted: November 2018**

**Review date: November 2019**

**Staff responsible: Isobel Vassallo and Elizabeth Tracey**

**Governors= responsible: Allison Thornton**

St Mary's Catholic Primary School is an academy school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, the Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school.

The school exists primarily to serve Catholic families who regularly worship at the parishes of St Edmund's Beckenham; St Mark's West Wickham and The Holy Rosary Hayes. Subject to the availability of places, the Governing Body welcomes applications from Catholic families from other parishes as well as those of other denominations and faiths who support the religious ethos of the school.

The Governing Body has responsibility for admissions to this school and having consulted with the local authority and other admission authorities, intends to admit 60 pupils to Reception in the school year, which begins September 2020. Additional children will be admitted to Year 3 bringing the number to 64. Children will be admitted without reference to ability or aptitude. Where there are more applicants than available places, the places will be offered to children falling into the following categories and order of priority:-

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children who have at least one parent or guardian who is a committed and practising Catholic and worships at St. Edmund's Beckenham, St. Mark's West Wickham, or Holy Rosary, Hayes. For admission to Reception, eighteen places will be allocated to St Mark's, eleven places to Holy Rosary and all remaining places allocated to St Edmund's. If the quota of places allocated to St Mark's and Holy Rosary is not used, the quota will be transferred to children from St Edmund's.

*Where the number of children within this category exceeds the number of places available, priority will be given to:*

*2a) Baptised Catholic children who have a brother or sister at the school at the time of admission;*

*2b) Applications will be ranked in the order shown on the Supplementary Form. Highest priority to those who attend Mass weekly, then at least once a month, etc.*

*2c) Places will then be offered to children living nearest the school. Measurements of distance will be taken in a straight line from the front door of home to the main door of the school. The distance will be supplied by the local authority derived from their computerised mapping system that identifies the unique national grid reference (Easting and Northing) for the property. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.*

3. Baptised Catholic children who are each certified by a priest of the parish to have at least one parent or guardian who is both a committed and practising Catholic and a member of a parish not mentioned into category (3) above;

*3a) Baptised Catholic children who have a brother or sister at the school at the time of admission;*

*3b) Applications will be ranked in the order shown on the Supplementary Form. Highest priority to those who attend Mass weekly, then at least once a month, etc.*

*3c) Places will then be offered to children living nearest the school. Measurements of distance will be taken in a straight line from the front door of home to the main door of the school. The distance will be supplied by the local authority derived from their computerised mapping system that identifies the unique national grid reference (Easting and Northing) for the property. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.*

4. Other baptised Catholic children.
5. Other looked after children.
6. Other children.

*The following order of priorities will be applied when applications within criteria 4, 5 or 6 exceed the places available and it is necessary to decide between applications -*

*a) A brother or sister on the school roll at the time of admission.*

*b) Places will then be offered to children living nearest the school. Measurements of distance will be taken in a straight line from the front door of home to the main door of the school. The distance will be supplied by the local authority derived from their computerised mapping system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.*

#### **Admission of children below compulsory school age**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age. Children born between 1 April and 31 August 2016 and offered a place for admission in the 2020-21 academic year will be expected to join the school by the start of the 2021 Summer term.

#### **Admission of children outside their normal age group**

Parents of summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. It is not an automatic right to choose this option, as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The views of the Headteacher must also be taken into account.

Twins, triplets and other multiple births: where twins, triplets or children from other multiple births qualify for the last school place to be allocated, the school will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

### **Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school), should be completed and sent to the Admissions Officer at the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body will only be able to consider the application after all applicants who have completed a Supplementary Information Form. Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

Where incorrect information is used to unfairly gain a place then the governors will immediately withdraw any place offered.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Parents should note that the waiting list expires at the end of December of the first Reception term, and at the end of each academic year thereafter for all year groups. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled,

parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.

Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number.

('Brother or sister' means children who live as brother and sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It does not include other relatives. In every case the child must be living in the same family unit at the same address)

**St Mary's Catholic Primary School  
Supplementary Information Form 2020-2021**

This form should be completed when applying for a place in a Catholic School in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3. **Please return this completed form to St Mary's Catholic Primary School by 15<sup>th</sup> January 2020.**

**NB YOU MUST ALSO COMPLETE AND RETURN A COMMON APPLICATION FORM (AVAILABLE FROM YOUR LOCAL AUTHORITY).**

**PART 1 (To be completed by all parents or carers)**

School to which you are applying: \_\_\_\_\_

Address of school: \_\_\_\_\_

Surname of child: \_\_\_\_\_ Christian/forename(s) of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Religion/Denomination: (eg Roman Catholic) \_\_\_\_\_

Boy  Girl

Date and place of Baptism (if applicable): \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR CHILD'S BAPTISM CERTIFICATE TO THIS FORM, IF APPLICABLE**

Does your child already have a sibling at St Mary's? Yes/No:

Name of sibling: \_\_\_\_\_ Class: \_\_\_\_\_

Parents' names: \_\_\_\_\_

Parents' religions/denominations: \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

If **Catholic**, indicate which Mass you normally attend:

Saturday at \_\_\_\_\_ (time) or Sunday at \_\_\_\_\_ (time)

Parish where you attend Mass (eg St. Edmund's, St Mark's, Holy Rosary) : \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_ years

How often do you attend Mass?  weekly  at least once a month  less often

I confirm that the information given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

**PART 2 (To be completed by Catholic priests only)**

I am satisfied that the child is a baptised Catholic Yes  No

Evidence of practice:

<u>PARENT/CARER</u>	<u>CHILD</u>
Are the parents known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the child known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>	Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>
Occasional attendance at Mass (i.e. at least once a month) <input type="checkbox"/>	Occasional attendance at Mass (i.e. at least once a month) <input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>	Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>

Priest's name: Parish (or ethnic chaplaincy):

Address: Tel:

Parish stamp or seal

Priest's signature: Date:

**PART 3 (To be completed only by priests/ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: Denomination/faith: Parish or faith community:

Address: Tel:

Signed: Date:

**To the priest, minister or other faith leader:** Please ensure this form is completed and returned to the school as soon as possible.