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Admission Policy for 2018 - 2019

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Issued:	
Due for Review:	
Committee:	
Signed:	

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ADMISSION POLICY FOR SEPTEMBER 2018

St. Mary's Catholic Primary 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.

The ethos of this school is as a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom an application is made.

The Governing Body has responsibility for admissions to this school and intends to admit 26 pupils in morning Nursery, 26 pupils in afternoon Nursery, 30 pupils in Reception and 30 pupils in each subsequent year group.

Children who have an Education Health and Care plan or a statement of Special Educational needs who name St. Mary's will be admitted. Thereafter, the Governing Body will consider all applications according to the criteria set out below without reference to the ability or aptitude of the child. In case of oversubscription the Governors will give priority to children in the following order:

Admission Criteria

1. 'Looked after' children or children who were previously looked after
2. Baptised Catholic* siblings of children attending the school whose application is supported by their parish priest or a priest known to them;
3. Baptised Catholic* children of practising families* from the parish(es) of St. Mary's Dunstable, St. Vincents Houghton Regis and St. Elizabeth's Toddington, whose application is supported by their Parish Priest or a Priest known to them.
4. Baptised Catholic* children of practising families* from other parishes whose application is supported by their Parish Priest or a Priest known to them.

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5. Other baptised Catholic* children;
6. Siblings other than Catholic;
7. Children from other Christian denominations whose parents wish them to receive a Christian education and whose application is supported by their Priest or Minister of Religion.
8. Children from other faith backgrounds and whose application is supported by their Minister of Religion.
9. Any other children.

* see Note 4

Tie Break

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the local authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the front door of the school. Priority will not be given within each criterion to children who meet other criteria. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

Application Procedures and Timetable

To apply for a place at this school, you **must** complete an application form available from the local authority in which you live and return it to that authority. Parents can, if they wish, apply on-line to the local authority in which they live.

In accordance with the coordinated admission arrangement, the local authority in which you live will advise you of the outcome of your application. If you are unsuccessful you have the right of appeal and information about the appeals process will be sent to you.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. The waiting list will be maintained for the whole academic year.

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Pupils with an Education, Health and Care Plan or Statement of Special Educational Needs

Children with an Education, Health and Care Plan or Statements of Special Educational Needs will be admitted if we are the named school.

Additional information

1. All parents/carers will be informed in writing of the outcome from Local Authorities Admissions Authority the outcome of their application.
2. The parents/carers of those children whose application for a place was unsuccessful will be informed in writing and will be notified of the right of parents/carers to lodge an appeal against the decision including details of how and to whom such appeal should be lodged.
3. The Admissions Committee will keep a 'waiting list' of those children who have not been offered a place. The places on the waiting list will expire at the end of the academic year.
4. A Catholic child is a child baptised according to the rites of the Roman Catholic Church or a child enrolled in a catechumenate programme. A baptismal certificate or proof of enrolment in the programme will be required. "Practising" means weekly attendance at Sunday Mass.
5. A 'looked after' child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

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- 6 A sibling refers to 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, and in every case, the child should be living at the same address. The sibling must be in school at the time of application and be likely to remain in the school at the proposed date of admission.
- 7 A Christian means a member in full membership of 'Churches Together' in Britain and Ireland at the time when decisions on admissions are made. Proof of church membership must be provided by the appropriate church leader.
- 8 A pupil's home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights.
If there is any query on the home address this will be checked against official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.
- 9 There can be no guarantee of a place at the school if this would mean exceeding the admissions number.
- 10 Pupils who have an Education, Health and Care Plan or statement of special educational needs are required to be admitted to the school which is named on the Statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full.

In Year Admissions

For in-year applications (i.e. outside the normal admissions round) parents/carers should contact the Admissions team at Central Bedfordshire Council. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

Delayed admission for summer born children

Parents have the right to request their summer born child's admission to Reception Year is in the September following their fifth birthday however parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the Governing Body in consultation with the Headteacher.

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Parents/carers need to make their request in writing, separately from the CAF, directly to the Governing Body via the Headteacher. The request should include the parents'/carer's reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date.

The Governing Body, along with the Headteacher, will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the School Admissions Code. Once determined, the decision will be communicated by the academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

If a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at the academy and in the case of oversubscription, places are offered in accordance with the academy's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

*A summer born child is one born between 1 April to 31 August.