



## St Mary's Roman Catholic Primary School

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## Admissions Policy 2017/18

### Our Mission Statement

We believe that everyone is a child of God. As a Christian community we try to live like Jesus by:

- Being kind and helping each other
- Using our gifts to the very best of our ability
- Celebrating God in everyone and everything

### 1. INTRODUCTION:

St. Mary's Catholic Primary is a voluntary aided primary school that serves the parish of St. Mary's, Bath and the parish of The Good Shepherd, Bath. The purpose of this policy is to ensure that the Governors acting as the admission authority undertake admissions in a fair and equal manner in line with the school's trust deed and Catholic ethos. This policy has been drawn up according to the School Admissions Code and in consultation with Clifton Diocese and the Bath and North East Somerset Local Authority. However, the Governors are the admissions authority for the school.

### 2. ADMISSION NUMBER:

The Published Admission Number for Reception Year (2017/18) is 30 and this is also the number of places available in all other year groups.

### 3. APPLICATION AND ADMISSION FOR RECEPTION:

Applications for a Reception place at the school for 2017/18 must be submitted to your home Local Authority (LA) and by the closing date of **15th January 2017** to be considered in the first round of allocations. Parents can either use their home LA's online application facility or can complete their home LA's paper common application form. After the closing date and in accordance with the co-ordinated admissions scheme, Bath and North East Somerset LA will provide the Governing Body with details of all preferences received for the school. In the event of oversubscription, the Governing Body will apply its criteria to the applicants and notify the Bath and North East Somerset LA of its decisions. Under co-ordinated admission arrangements a single offer of a place will be made by the home LA for a school on the national offer date, which is **17th April 2017**.

For those applying on faith grounds, the Governors request that parents complete a form available from the school entitled '**Supplementary Information Form**'. This form is helpful (but not compulsory) when the Governing Body has to apply the oversubscription criteria listed under section 7 below. So that it can be considered in the first round of allocations, this form should be sent to the school by **15th January 2017**.

All children **offered** a place are entitled to a full-time place in the September following their fourth birthday. However, they are not required to attend school until the beginning of the term in which they reach compulsory school age. Where a place is **offered**, it may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. If

parents/carers offered a place wish a deferment they should indicate so when accepting the offer of a place.

Parents/carers **offered** a place can start their child on a part-time basis but not beyond the point at which they reach compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week as agreed with the school.

#### **4. ADMISSIONS OUTSIDE OF THE NORMAL AGE GROUP:**

Parents/carers of a child born in the summer (1 April – 31 August) who do not wish their child to start school until the term after his/her 5th birthday will have to make a separate In-Year application for Year 1 for the following school year.

Parents/carers of a child born in the summer (1 April – 31 August) who wish for their child to join the Reception year group a year later than their chronological age group should put their request in writing, along with any supporting evidence, to the school. If such delayed admission is agreed in principle to be in the best interests of the child, a Local Authority common application form will have to be completed for admission to Reception in the next school year and the oversubscription criteria applied, if necessary.

Parents/carers who wish for their child to be admitted to any year group outside of the child's chronological age group should also put their request (along with any supporting evidence) in writing to the school for the consideration of the Governing Body.

#### **5. MULTIPLE BIRTHS:**

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. This is a permitted exception to Infant Class Limits.

#### **6. CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH AND CARE PLAN:**

There is a different procedure for the admission to school for children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP): it is administered by the Local Authority (LA) in which the family lives. The LA is responsible for issuing the Statement/EHCP and consulting parents and the Governing Body of St Mary's if a preference has been made for the school, before the school is named in the Statement/EHCP. Such children will be allocated a place before the oversubscription criteria are applied to all other applications, if necessary.

#### **7. IN THE EVENT OF OVERSUBSCRIPTION:**

In the event of over-subscription (i.e. more applicants than available places) applications will be ranked in accordance with the following criteria, given in order of priority:

1. Children in public care (looked after children) and children previously in public care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in care, who are baptised Catholic.
2. Children in public care (looked after children) and children previously in public care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in care.
3. Baptised Catholic children who live within the parishes of St. Mary's and the Good Shepherd who will have a brother or sister at St. Mary's Catholic Primary School at the time of their admission.

4. Baptised Catholic children who live outside the parishes of St. Mary's and The Good Shepherd who will have a brother or sister at St. Mary's Catholic Primary School at the time of their admission.
5. Baptised Catholic children who live within the parishes of St. Mary's and the Good Shepherd.
6. Baptised Catholic children who live outside the parishes of St. Mary's and The Good Shepherd.
7. Children who will have a brother or sister at St Mary's Catholic Primary School at the time of their admission.
8. Children not in the above categories.

**For categories 1, 3, 4, 5 and 6 a copy of the baptismal or Holy Communion certificate as appropriate, or equivalent validation, should be sent directly to the school to be considered in the first round of allocations. It must be submitted by 15 January 2017. The Governors may also request sight of the original certificate. Where a certificate is not available, a statement from a member of the clergy confirming that the child has (or in their opinion has) been baptised or received into the Catholic Church must be provided.**

*Definitions:*

(a) To be considered as a brother or sister, a child must be living at the same address for the majority of the time as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time. A brother or sister must be attending (or is expected by the school and/or Bath and North East Somerset Council to be attending) the school at the time of admission.

(b) Looked after children are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of application.

Children previously in care (looked after children) include:

- children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders);
- children with Child Arrangements Orders, defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child Arrangements Orders replaced Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order;
- children with a Special Guardianship Order – in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

8. Within each category, children who live nearest the school will be given priority. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Bath and North East Somerset LA's GIS computerised mapping system. If the distance between a child's home and the school is exactly the same as that of another child then random allocation (drawing of lots) supervised by someone independent of the school, will be used.
9. A **map of the parish catchment area** is available for inspection at the school office and on the school website so that parents can ascertain whether they live within its boundaries.
10. Any **late applicants** for reception places should complete their home LA's common application form and return it to their home LA as soon as possible. Applications submitted after the closing date will be processed in accordance with Coordinated Admission Scheme of the child's home LA. In addition, late applicants are requested to complete the Governor's **Supplementary Information Form**, which should be sent directly to the school.

A waiting list for Reception will be maintained by the school and Bath and North East Somerset Local Authority for those still seeking a place up until 31 August 2017 and then by the school from 1 September 2017 until the end of the academic year. When a place does become available it will be offered in line with the school's published oversubscription criteria (above) alongside late applicants and those who have lodged an appeal or opted to remain on the waiting list. Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria.

11. An additional waiting list is kept for **In-Year applications**: those outside the normal admissions process i.e. years 1 to 6. All In-Year applications are considered in line with the school's published oversubscription criteria. Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria. All In-Year admissions will be coordinated by Bath and North East Somerset Local Authority. If you are applying on faith grounds you may choose to complete the school's **Supplementary Information Form**, which should be returned directly to the school.
12. In line with the requirements of the School Admissions Code, a child who is the subject of a direction by a Local Authority for the school to admit him/her or who is allocated to the school in accordance with a Fair Access Protocol **will** take precedence over any child already on the school's waiting list(s).
13. Information on admissions for the year 2016/17 – including the number of applications received and the allocations under each category – is available from the school and Bath and North East Somerset Local Authority.

#### 14. **APPEALS PROCEDURE:**

Parents have the right to appeal against a refusal by the Governors to admit their child, and should put their appeal in writing to the **Clerk to the Governors, c/o St Mary's Catholic Primary School or home LA as appropriate.**