

**St. Mary's Catholic Primary School
Admission Policy 2017 - 2018**

Name of School: **St. Mary's Catholic Primary**

The admissions process is part of the Staffordshire LA co-ordinated scheme. These admission arrangements are the Determined (22/2/16) admission arrangements for 2017/18.

The Admission Policy of the Directors of Christ the King Catholic Collegiate (St Mary's Newcastle) is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its directors 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. 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.

The School's Admission Number for the school year 2017/18 is 60

The Admission Process

The Board of Directors has responsibility for authorising the admission of children to the school. The school will use the Local Authority's common admission application form and follow the Staffordshire timetable for all primary schools as set out in the co-ordinated admission scheme.

Parents of baptised Catholic children are strongly recommended to make early contact with the school to ensure compliance with the requirements of "Baptised Catholic" (*see definition*) before completing an admission application form. Such contact with the school does not form part of the admissions process and should not be taken by parents as such.

Entry to the Reception Class

The relevant age group to which the Admission Policy applies is children who have attained the age of 4 years by the 31st August 2016 and are applying for admission to the reception class in the month of September in that year.

If a parent is offered and accepts a place during this admission round he/she can request to defer the child's entry to the school until later in the academic year. A discussion by parents with the Headteacher is recommended in this situation. Parents can also request that their child attend Reception part time until they are compulsory school age.

ST MARY'S CATHOLIC PRIMARY SCHOOL - CRITERIA OF ADMISSION

The School's Admission Number for the school year 2017/18 is 60

If the number of applications exceeds the admission number, the directors will give priority to applications in accordance with the criteria listed, provided that the directors are made aware of that application before decisions on admissions are made. A map of the school's boundary is available to view at school. Parish boundaries for the named parishes are available from the Parish Priest serving the named parishes. Information regarding the names of the Parish Priests and how to contact them is available in school.

1. Baptised Catholic children (see note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Baptised Catholic children living within the parishes of:- Holy Trinity, Newcastle, Our Lady of Sorrows, Knutton, Sacred Heart, Silverdale, Madeley, Our Blessed Lady & St John the Baptist, Ashley and from Waterhayes estate only in the parish of St. John the Evangelist, Chesterton who have a brother or a sister at the school at the time of admission.
3. Baptised Catholic children living within the parishes of:- Holy Trinity, Newcastle, Our Lady of Sorrows, Knutton, Sacred Heart, Silverdale, Madeley, Our Blessed Lady & St John the Baptist, Ashley and from Waterhayes estate only in the parish of St. John the Evangelist, Chesterton.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

Over Subscription

If there is over-subscription within the category, the directors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement measured in miles, using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point Data. (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place and this process will be independently verified. As an exception, the directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

Note 1

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

NURSERY

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the directors to refuse their child a place in the school may apply in writing to Chair of Directors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting List

Waiting lists for admissions will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will

eventually become available. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Entry to Classes other than the Normal Intake to Reception

An application should be made directly to the local board at the school who will determine whether a place is available in the requested year group. The local school board will notify the Local Authority of the outcome of the application.'

There is no charge or cost related to the admission of a child to St. Mary's Catholic Primary School.

1. Definitions of a Baptised Catholic

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

2. Written Evidence of Baptism

St. Mary's Local School Board will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of Catholic baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where baptism/Reception was administered validly but not in the Parish church where records are kept.

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Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

DIOCESAN EDUCATION SERVICE

Supplementary Information Form

School Name: St Mary's Catholic Primary School

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors 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. 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.

Child's Surname	
Child's First Name(s)	
Address	
Contact Number	

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes		No	
Is the certificate of Catholic Baptism attached?	Yes		No	

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism will affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for school use to enable the Board of Directors to rank applicants using the published criteria.