

ST MARY'S CATHOLIC PRIMARY SCHOOL, DUKINFIELD
ADMISSIONS POLICY FOR SCHOOL 2018

St. Mary's is a Catholic Primary School under the trusteeship of the Diocese of **Shrewsbury**. It is maintained by **Tameside Authority**. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic faith and the teachings of the Catholic church have an essential role in school life and influence every aspect of the curriculum. 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 co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing **September 2018**, 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.

Children with statements of special educational needs, where the school is named, will be allocated places before the oversubscription criteria are applied.

- 1) Baptised Catholic Looked After Children and previously Looked After Children
- 2) Baptised Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Catholic children resident in the parish of St Mary's Dukinfield.
- 4) Baptised Catholic children from other parishes
- 5) Non Catholic Looked After Children and previously Looked After Children
- 6) Non Catholic children who have a sibling in the school at the time of admission
- 7) Non Catholics who are a child of an existing member of staff who has been employed at the school for two or more years at the time at which the application for admission is made.
- 8) Other children.

For categories 1-4, a valid certificate of Catholic baptism is required to establish faith of child. We also require proof of address to confirm residency of parish. This proof must be supplied by 15th January 2018 to school. Priority cannot be given to children without this supplementary information.

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is **15 January 2019**.
- b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required. Baptismal certificates must be forwarded to the school by the closing date. A Baptism already booked and confirmed by parish priest will be accepted as evidence. If the baptism does not take place then the Governing Body reserve the right to withdraw the offer of a school place
- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The GB 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.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.
- f) The address from which distance will be measured will be the permanent residential address, at the time of the closing date of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit

Parents are asked to provide **TWO** documents from the list below as proof of address:

- **Mortgage statement***
- **Tenancy Agreement or letter from landlord***
- **Council Tax statement***
- **Benefit statements***
- **Recent utility bill (gas, electricity, land-line phone bill but not a mobile phone bill)****
- **Letter from a solicitor confirming exchange of contracts on a residence****
(* issued within last 12 months ** issued within last 3 months)

Please note school will contact the LA and other services for any applicant where school needs further proof.

- g) Sibling is defined as 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- h) 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.
- i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) 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 the Governors.
- k) Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However they cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- l) The process for seeking admission for a child outside their normal age group
- Parents must **submit in writing** any request **before the normal time of application**,
 - Application must be by letter to the Governing Body, stating all reasons for the request, which must be submitted for consideration before the start of the opening of the application period for admissions into Reception. This is in order to give the Headteacher & the Governing Body sufficient time to properly evaluate all considerations and implications, to seek further information if necessary and to allow for an application to be included with the normal age-group, if application for deferment is turned down
 - The Governing Body will **respond by letter**, setting out reasons for their decision
 - If the parental request is agreed this does not mean a place will be offered for the next round of admissions; the application will be considered for the following round of admissions along with all other applications for that year and normal admissions criteria will be applied
 - All decisions are final and there is no appeal process
- m) 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.