

St Mary's Catholic Primary School



Admissions Policy

2017-2018

Legal Status:	Statutory
Last Review:	December 2015
Review date:	December 2016
Next Review:	December 2017
Responsible Person:	Governing Body

Mission Statement

"The family of St Mary's strives to grow in God's love and care by learning together and valuing the uniqueness of each person."

Admissions Policy 2017-2018

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. Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all the 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.

The published admissions number (PAN) for the school is 30 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2017. Applications are invited from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. Where the final place is offered to a child who has other siblings applying for a place in the same year, these siblings will also be admitted.

In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to a child for whom application is made.

Applications Procedure for Reception Admission

From September 2016 if you wish to make an application for a Reception place at this school, the procedure will be as follows:

1. Contact your local council or if a Hammersmith and Fulham resident, contact Hammersmith and Fulham Council's Admissions Service on 020 7745 6434 or visit www.lbhf.gov.uk/admissions or www.eadmissions.org.uk to complete the Common Application Form.
2. You will also need to complete the school's Supplementary Information Form which you can download from our website or pick up from the school office.
3. The Certificate of Catholic Practice should also be completed (download from our website or the Diocesan website or pick up from the school office).
4. Your on-line admission should be submitted or your completed Common Application Form should be returned to your local authority by 15th January 2017.
5. Completed Supplementary Forms and Catholic Certificate of Practice should be returned to the School by 3:00pm on 15th January 2017. It is important that those applying under the religious criteria complete both forms in order that the oversubscription criteria can be properly applied.
6. All parent/guardians will be informed of the result of their application on or about the 17th April 2016.

All applications will be considered in line with our published admission arrangements. Late applications (arriving after 15th January 2017) will be dealt with after all the initial offers have been made. Outcomes of applications will be sent to you by your local council on behalf of the Governing Body.

Applications Procedure for In-Year Admissions

Applications for in-year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria with the following modifications:

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.

Exceptional Need

The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, Priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Pupils with an Educational Health Care Plan

The law provides a separate admissions procedure for pupils in the above category. The home Local Authority of the pupil is responsible for managing and maintaining the Education and Health Care Plan of such pupils. Pupils with this school named in their EHC Plan will be admitted to the school. Further information is available in the Special Educational Needs and Disability Code of Practice.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Multiple Births

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc, the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.

Right of Appeal

If your application is unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Parent/guardians must be informed of the appeals timetable in the letter of refusal.

Parent/guardians wishing to appeal should write in the first instance to the Chair of Governors. Parents/carers have a minimum of 20 school days in which to appeal. The deadline for appeals is 20th May 2017.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in this policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

Oversubscription Criteria

1. Applications from "Catholic looked-after children and Catholic children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following being looked-after".
2. Applications from baptised Catholic children from families resident in the Parish of Holy Trinity, Brook Green, whose application is supported by a Certificate of Catholic Practice and who have a sibling in the school at the time of admission in September 2017.
3. Applications from baptised Catholic children from families resident in the Parish of Holy Trinity, Brook Green, whose application is supported by a Certificate of Catholic Practice.
4. Applications from other baptised Catholics, whose application is supported by a Certificate of Catholic Practice.
5. Applications from other baptised Catholic children.
6. Applications from "other looked-after children and children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following being looked-after".
7. Applications from Catechumens and members of an Eastern Christian Church whose application is supported by a letter from their Religious Leader.
8. Christians of other denominations whose application is supported by a letter from their Religious Leader.
9. Children of other faiths whose application is supported by a letter from their Religious Leader.
10. Applications from any other applicants.

Tie Break

In the case of a tie break where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest the School.

Distance

For the purposes of this policy, the distance will be measured by the Local Authority.

Admission of Summer Born Children

Parents may now request that their summer born child, i.e. a child born between 1st April and 31st August 2012 be admitted to Reception in the September following his/her 5th birthday. Parents should inform the Chair of Governors of this request at the time of application. An application must then be submitted in the usual way. This application will be treated in the same way as all other applications and ranked according to the oversubscription criteria. There is no guarantee that an offer will be made.

Deferred Entry

Parents can defer entry for their child until their child is statutory school age. Statutory school age begins the first day of term after your child's 5th birthday. Parents cannot however defer entry for children born in the summer term for the whole school year. Parents wishing to defer entry must contact the school advising them on this after a place has been offered. Parents can also request that their child attends part-time until their child reaches statutory school age.

Children educated outside their chronological age group except summer born children

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.'

There is no automatic transfer from Nursery to Reception Class.

Notes (these form part of the oversubscription criteria)

"Adoption" means children who have proof of adoption.

"Catechumen" means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

"Catholic" means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked-after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (e.g. a looked after child in the process of adoption by a Catholic family).

"Christian" for the purposes of this policy, means a member of one of the Churches affiliated to "Churches Together in Britain and Ireland".

"Eastern Christian Church" includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

"Looked after child" has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

"Parents" means the adult or adults with legal responsibility for the child.

"Parish Boundaries" for the purposes of this policy, Parish boundaries are shown on the attached map.

"Certificate of Catholic Practice" means a certificate given by the family's parish priest (or priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales.

"Child Arrangements Order" A child arrangement order is an order under the terms of the Children Act 1989 section 8, which defines it as an order settling the arrangements to be made as the person with whom the child is to live.

"Resident" means a child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

"Sibling" means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

"Special Guardianship Order" A special guardianship order is an order under the terms of the Children's Act 1989 section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

"Summer Born" Children born between 1st April and 31st August 2012

Address:

Chair of Governors
St Mary's Catholic Primary School
Masbro Rd
W14 0LT
London