



St Mary's Roman Catholic Primary School

Admissions Policy for 2018/2019

Governing Committee: Full Governing Body

Approved by FGB: 13 July 2017

St Mary's is a Catholic primary school where every child will be encouraged to develop as a unique individual. The Catholic faith underpins all aspects of the child's education. We will strive to be a positive force in the life of the church by creating a community where the principles of the Gospel are evident.

St Mary's Catholic Primary School
Rowden Hill, Chippenham SN15 2AH
Admissions Policy for 2018/2019

Mission Statement:

St. Mary's is a Catholic primary school where every child will be encouraged to develop as a whole person. We are all children of God, in one family, working together to develop a community of shared values, shared challenge and equal opportunities through knowledge and understanding of the Gospels. Jesus is our Teacher

1. St Mary's R. C. Primary School is a Catholic Voluntary Aided school which was founded by the Order of the Poor Servants of the Mother of God (SMG) in 1960 to provide a Catholic education for the Catholic children of St Mary's Parish in Chippenham. A map of the Parish of Chippenham is attached to this document (Appendix1). The Order holds the trust deed: they are the trustees and owners of the school buildings and land. It is managed by its Governing Body on behalf of the Order in accordance with its trust deed and seeks at all times to be a witness to the Catholic faith.
2. The Governing Body, acting in accordance with the School Admissions Code and in consultation with Wiltshire Local Authority (LA) and the Clifton Diocese, is responsible for the admission of pupils.
3. The published admission number for the Reception Year 2018/2019 is 42. Children will normally be admitted in the September of the academic year in which their fifth birthday falls. The parent/carer has a right to defer the entry of their child until the term after they are five but before the next academic year. Any parent/carer requiring a deferment must make it clear when accepting the offer of a place.
4. Applications for a Reception place at the school should be made to the council where the child lives, their home LA on the LA Common Application Form. In addition if the parent is applying on faith grounds the parent/carer is requested to complete a supplementary information form, although this is not compulsory. For it to be considered in the first round of applications, the form should be returned to the School by 15th January 2018 to assist the Governors in applying the oversubscription admission criteria. For admission in 2018-19, the deadline for applications is 23.59 hours on 15 January 2018.
5. Application forms for the St Mary's Early Years provision for children aged 2 – 4 years should be obtained from the school office.
6. Applications for children to join the Reception year at St Mary's must be made in the normal way outlined above, even if the child has attended St Mary's Early Years provision.
7. In applying for a place at the school, applicants need to be aware that St Mary's is an explicitly Catholic Christian school with a distinctive ethos reflecting this and which permeates all aspects of school life.
8. **Late Applications**

Applications received after the closing date will be processed in accordance with the Coordinated Admissions Scheme of the child's home LA.

9. **Waiting List**

Reception applicants who were not allocated a place will be placed on a waiting list until 31 December 2018. Any vacancies will be filled in line with the school's oversubscription criteria below. Each child added to the list will require the list to be ranked again in line with oversubscription criteria.

10. **Summer born children**

Children offered a place are entitled to a full time place in the September following their fourth birthday. However, children born in the summer and whose parent/carer does not wish them to start school until later in the school year can defer entry, but not beyond the point at which they reach compulsory school age, or for children born between 1 April and 31 August, not beyond the final term of the school year for which the offer was made. Where the parent/carer wishes, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Where the parent/carer of a summer born child chooses not to send that child to school until the September following their fifth birthday they will have to make a separate in-year application for Year 1 for the following academic year unless there is a governors' agreement that joining a lower year group is in the best interests of the child, in which case a common application form will have to be completed for admission to reception in the academic year 2019/2020 and the oversubscription criteria applied if necessary.

11. **Oversubscription Criteria**

St Mary's operates an equal preference system. This means that if there are more applications than places available they will be considered strictly in accordance with oversubscription criteria set out below rather than the order of preference expressed on the common application form. Applications will be ranked in accordance with the following order of priority:

- i. Baptised Catholic looked after and previously looked after children (a valid baptismal certificate is required)
- ii. Baptised Catholic children who reside in the Parish of St Mary's Chippenham (a valid baptismal certificate is required)
- iii. Baptised Catholic children who reside outside the Parish of St Mary's Chippenham (a valid baptismal certificate is required)
- iv. Other Looked after and previously looked after children
- v. Children who have attended St Mary's Early Years provision and who are eligible for the Early Years premium, the Pupil Premium or the Service Premium. Information about eligibility for pupil premium can be found at www.gov.uk or in Appendix 3.
- vi. Children of a baptised Catholic parent/carer, who reside in the Parish of St Mary's Chippenham (a valid baptismal certificate is required).
- vii. Children of a baptised Catholic parent/carer who reside outside the Parish of St. Mary's Chippenham (a valid baptismal certificate is required).
- viii. Children of other Christian denominations (a valid baptismal certificate (if appropriate) or confirmation of membership of the said religion from a minister or equivalent).
- ix. Any other children.

12. **Children with a Statement of Special Educational Needs or an Education, Health and Care Plan**

There is a different procedure for children with a statement of special educational needs / Education, Health and Care Plan: it is administered by the Local Authority in whose area the family lives. The LA is responsible for issuing the Statement/EHC plan and

consulting parent(s)/carer(s) and the Governing Body if a preference has been made for the school before the school is named in the statement or plan. The school recognises its responsibility to admit any child who has a statement or plan which names the school. Such children will be allocated a place before the oversubscription criteria is applied to all other applicants

13. **Supplementary Information Form (See appendix 2)**

If applying on faith grounds a Supplementary Information Form, available from the school office, may be completed and returned to the school. It is not compulsory to complete one, but if used the deadline for applications for admission in September 2018 is 23.59 hours on 15 January 2018. A Baptismal certificate or a letter of validation from the parish priest, minister, or religious leader must be included as appropriate in order for the application to be placed in the correct category. The Supplementary Information form does not replace the Common Application Form required by the local authority (see Point 4)

14. **Oversubscription/Tie Break**

Should there be more applications than places in any of the above categories, or where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, priority will be given in order, to:

1. Children who will have a sibling at St Mary RC Primary school at the time of admission.
2. Distances supplied by the Wiltshire LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings of the home and school address. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by drawing lots, supervised by someone independent of the school.

15. **Multiple Births**

If the last pupil to be offered a place within the school's published admission number (PAN) is of a multiple birth, any further sibling of the multiple birth will be admitted, if the parent(s)/carer(s) so wish, even though this may raise the intake number above the school's PAN. This will be a permitted exception to the Infant Class Limits.

16. **In Year Applications**

The Wiltshire LA will make available copies of the Admission Guide and Schools Common Application Form through all primary and secondary schools and on request from County Hall.

All applicants for a school place must complete an application form which should be returned to the Wiltshire LA. The applicant may or may not live in Wiltshire.

Should a parent/carer living in Wiltshire wish to apply for a school in another authority, they must contact that authority or the school directly to apply.

When St Mary's school receives an in year application form expressing a preference for St Mary's, the form will be forwarded to the Wiltshire LA within 5 school days of receipt.

When the Wiltshire LA receives an in year application form expressing a preference for St Mary's, the application will be forwarded to the school within 5 school days of receipt.

St Mary's governing body is responsible for deciding the outcome of the application and advising the Wiltshire LA accordingly within 10 school days of the date on which the information was received by the school.

In all cases a decision letter will be sent out by the local authority within twenty school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

17. **Appeals Procedure**

Parent(s)/carer(s) have the right to appeal against the refusal by the Governing Body to admit their child, and should put their appeal in writing to the Clerk to the Governors at the school within 21 days of receiving the letter of refusal. Appeals will be arranged on behalf of the Governing Body and will be heard by an independent panel and conducted in accordance with the School Admission Appeals Code.

Definitions

Definition of a Catholic

1. A child or adult baptised in the Roman Catholic Church or baptised in one of the other rites of the Catholic Church whose members are in full communion with the Holy See (e.g. The Greek Catholic Church).
2. A child or adult baptised in another Christian faith who has been received into full communion in the Roman Catholic faith.
3. A copy of a baptismal certificate or equivalent validation should be sent to the school. To be considered in the first round of allocations it must be submitted by 15 January 2018. Where a certificate is not available a letter from a member of the clergy confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.

Definition of Children in Care (Looked After Children)

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 (see the definition in section 22 (1) of the Children Act 1989) at the time of making an application.

A previously looked after child is a child who was previously looked after but ceased to be so because immediately after being looked after they were adopted or became subject to child arrangements or special guardianship order.

This includes children who are adopted under the Adoption Act 1976 (See section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 Adoption Orders)

Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

See section 14a of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's 'special guardian' (or 'special guardians')

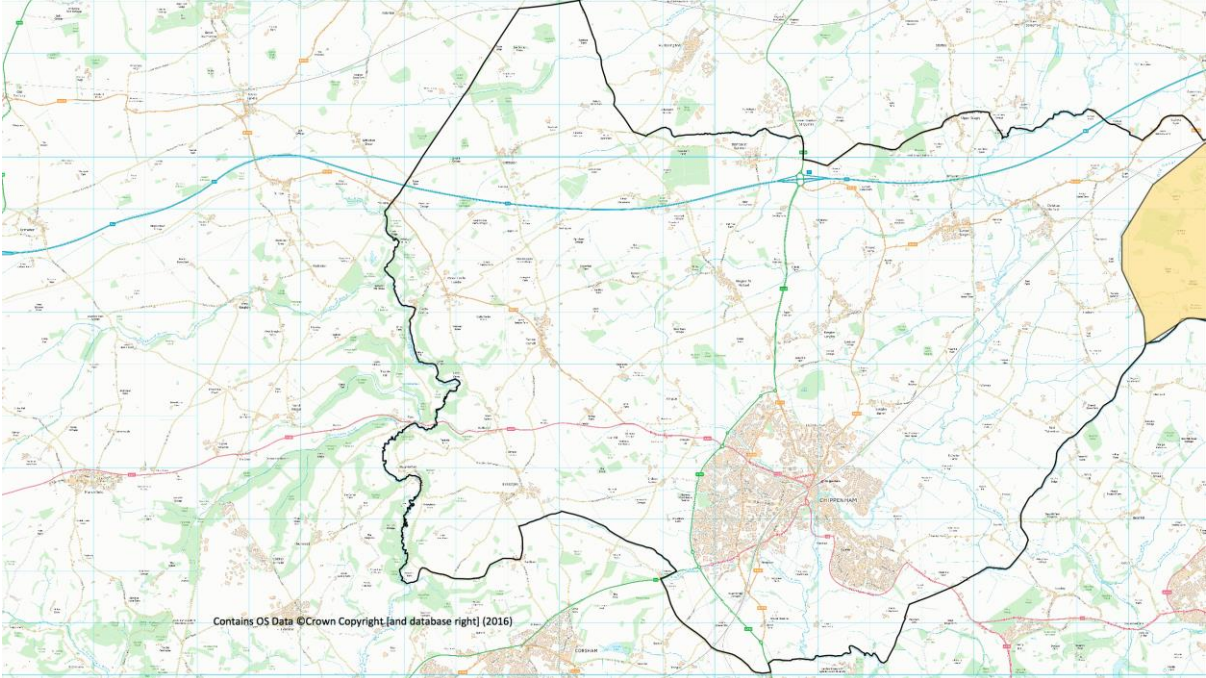
Definition of a Sibling

A sibling refers to 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, who is living in the same family unit at the same address.

For those living in Wiltshire, further information about making an application using the Common Application Form and the appeals process can be found by contacting Wiltshire LA on 01225 713000 or online at: www.wiltshire.gov.uk

Appendix 1

Parish of St Mary's, Chippenham, map



Appendix 2

Supplementary Information Form for St Mary's RC Primary School, Rowden Hill, Chippenham SN15 2AH.

Tel. 01249 460231. www.st-marys-pri.wilts.sch.uk

<u>Pupil</u>		Date of application:	
Surname:		Male / Female (Please Circle)	
First Name(s):		Date of Birth:	
Home Address:		*Religion of Child:	

***Notes:**

1. *A Copy of the Baptism Certificate for the child must be attached for baptised children, plus a letter from the Parish Priest, Minister or religious leader confirming membership of said faith. (Also see note 2 below)*

/ <u>Last School Attended (for children joining mid-term):</u>			
Name:		Date From:	
Address:		Date To:	

<u>*Catholic Parent(s)/ Guardian(s):</u>
1
2. (Optional)

***Notes:**

2. *A copy of the Baptism Certificate of a baptised Catholic parent must be attached for applicants where the child is not baptised as a Catholic but whose parent(s) is a baptised Catholic.(also see note 1 above)*

ADMIN USE ONLY



Baptism Certificate	

Appendix 3

The [pupil premium](#) is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

The pupil premium is allocated for

- children who are looked after by the local authority,
- children who have been eligible for FSM at any point in the last six years
- children whose parents are currently serving in the armed forces.

Pupil premium funding is available to:

- local-authority-maintained schools, including special schools and [pupil referral units \(PRUs\)](#)
- voluntary-sector [alternative provision \(AP\)](#), with local authority agreement
- special schools not maintained by the local authority (NMSS)
- academies and free schools, including special and AP academies

Please let the school know in writing if you think your child is eligible for the Pupil Premium and by 15 January 2018 to be considered in the first round of allocations.