

St Mary's Catholic Primary School (Diocese of Clifton) Admissions Policy for Academic Year 2020-21

St Mary's Catholic Primary School, Churchdown
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Mission Statement



LOVE We are a Catholic community built on trust, respect and love for God and one another, where everyone is valued.



LEARN We help each other to achieve our best, be confident and love learning by unlocking the gifts God has given us.



SERVE We follow Jesus' example of prayer and serving others in our world.

1. Introduction

St. Mary's is a Catholic primary school academy which was established to serve the Catholic families of the Parishes of Our Lady of Perpetual Succour, Churchdown and St. Patrick's, Brockworth. The Governing Body, acting in accordance with the Schools Admissions Code and in consultation with Clifton Diocesan Policy Statement and Gloucestershire Local Authority (LA), determines the admissions policy. Maps showing the parish boundaries can be found on the school website (Admissions section) using the following links:

Our Lady's parish boundary

http://www.st-marys-churchdown.gloucs.sch.uk/files/6514/6297/4502/Parish_Boundaries_Our_Ladys_Churchdown.pdf

St Patrick's parish boundary

http://www.st-marys-churchdown.gloucs.sch.uk/files/3714/7452/9914/PARISH_BOUNDARY_St_Patrick_Brockworth.pdf

We ask that any parent/carer applying for a place at our school respects its Catholic ethos and its importance to the community. This does not affect the right of a parent/carer who is not of the faith of this school to apply for, and be considered for, a place at St Mary's.

2. Published Admission Number

The Published Admission Number (PAN) for the Foundation Stage (Reception) Class for the academic year 2020-21 is 30 pupils.

The number of places available for all other classes (Years 1-6) is set at 30 pupils per class. The total school capacity is 210 pupils.

3. Foundation Stage Class Admissions procedure

Applications for a place at the school should be made to Gloucestershire Local Authority (LA) Admissions and Transfers Team through the online application process that can be accessed at www.gloucestershire.gov.uk/schooladmissions. For children who live outside Gloucestershire applications should be made via the child's home LA.

Applications need to be completed and submitted by **15th January 2020** to be considered in the first round of allocations. Gloucestershire LA collate all applications for children whose parent/carer has expressed a preference for St. Mary's. This collated data is then sent to the school for ranking by the Admissions Committee of the Governing Body.

In the event of over subscription, the Governing Body will apply its criteria to the applications and notify the LA of its decisions. The child's home LA will then notify the parent/carer on behalf of the governors of St. Mary's.

Proof of baptism

A number of the oversubscription admission criteria are determined by a child's baptismal status. If a child is to be considered as a baptised Catholic for admission purposes then parent/carer must provide the school with a copy of the child's baptism certificate (if the certificate cannot be provided, then a letter of confirmation from a Parish Priest / Deacon, stating that the child or parent has (or in their opinion has) been baptised or received into the Catholic Church or into a Church that is in Communion with Rome (see Appendix 1 below)

Baptism certificates / letters of confirmation should be provided to the school by 31st January 2020 for the first round of allocations.

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Attendance before compulsory school age

Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However, they are not required to attend school until the beginning of the term after their fifth birthday. A Parent/carer offered a place can request that their child attends part-time until the child reaches 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 individual school.

Information regarding the admission of children of **Service Families** and **Summer Born Children** are detailed in sections 15 & 16 of this policy.

4. Children with a Statement of SEN 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 Education, Health and Care Plan: it is administered by the local authority (LA) in whose area the family lives. The LA is responsible for consulting with the parent/carer 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 / Education and Healthcare Plan. If the school is named in a Statement or Plan they will be allocated a place.

5. Oversubscription admission criteria (These criteria apply to all year groups across the school).

If there are more applications than places available for a year group, the governors will rank applications according to the following order of priority:

- a. Looked After and previously Looked After* Catholic Children.
- b. Baptised** Catholic children who live in the parishes of Our Lady's or St. Patrick's.
- c. Baptised** Catholic children from other parishes.
- d. Looked After and previously Looked After* children.
- e. Children who will have a sibling/siblings*** at the school at the time the child would commence school.
- f. Children of a Catholic parent/carer** who live in the parishes of Our Lady's or St. Patrick's.
- g. Children of a Catholic parent/carer** who live in other parishes.
- h. Other children not in the above categories

Definitions:

*A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (3) or special guardianship order (4) .

(1) 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 to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were 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).

(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) 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).

**Evidence of Baptism in the form of a baptismal certificate or, if a certificate cannot be provided, then letter of confirmation from Parish Priest / Minister is required.

*** To be considered as a brother or sister a child must be living at the same address for the majority of the time¹ as a full, half, step or adoptive brother or sister. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time¹ at the address considered to be the address of the child for whom the application is made.

¹ 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.

6. Prioritisation of pupils who are ranked within the same oversubscription admissions criteria.

Pupils who are ranked in the same oversubscription criteria are ranked within the criteria based in order of:

Siblings

Within each admission category children will be given priority if they will have a sibling/siblings*** at the school at the time the child would commence school

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7. Tie breaker

In the eventuality that, after prioritisation by siblings (6.), applications are still equal then names will be drawn at random using random allocation i.e. drawing lots from the pupils applying, by the governing body. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn. The administration of the 'draw' will be supervised by a nominated person who is independent of the school.

8. In-Year Admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 6. To apply for a place at St Mary's the parent/carer should contact the school in the first instance.

If a class is full and/or there are multiple applications for places available within a class, the application will be considered by the Governors Admissions Panel and the oversubscription admission criteria will be applied (section 4).

9. Late Applications (for annual Foundation Stage (Reception) Class admissions round).

Applications received after the closing date given above will be considered in accordance with the Coordinated Admission Scheme of the child's home LA.

10. Previous Admissions

For 2018-19 admissions the Governors received 88 applications (i.e. 88 pupil preferences were made for places at St. Mary's School). 30 applicants were admitted. Admitted applicants fell in the following categories:

a.	1		e.	-		i.	-
b.	21		f.	-			
c.	6		g.	-			
d.	-		h.	2			

11. Appeals

In the event that a parent/carer wishes to appeal against the Governing Body's refusal to admit they have 21 days to lodge an appeal. **Appeals should be made in writing c/o the clerk to the Governing Body at the school.** Appeals procedures will be conducted in accordance with the School Admissions Appeals Code.

12. Waiting Lists

In the event of oversubscription for places in any year group(s) a waiting list is established. The waiting list will be prioritised according to the school's oversubscription criteria. For Reception class the waiting list will be held until December 31st 2020. In other year groups the waiting list will be held until 20th July 2021.

The school has signed up to the In-Year Fair Access Protocols held by the Gloucestershire Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

As places become vacant they will be filled from the waiting list. Placing a child's name on the waiting list does not affect an applicant's right of appeal against an unsuccessful application. Places will be filled from the waiting list before the outcomes of admissions appeals have been heard).

There is no ranking priority given to the length of time that a pupil has been on the waiting list (i.e. the only factors that affect a pupil's position on the waiting list are the oversubscription admission criteria). A parent/carer is required to advise the school if there is any change in circumstances in terms of the oversubscription criteria. Each child added to the list will require the list to be ranked in accordance with the criteria.

13. Infant and Junior classes

Any applications made for the school outside the normal year of entry to the school must be made directly to the school. The Governing Body are responsible for offering places to children for any in-year admissions. The governing Body provides the Local Authority with copies of all in-year admission forms and details of any places offered (or refused).

Pupils may be admitted to classes at any point within the school year. Places cannot be 'held open' for pupils.

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14. Admission of children outside their normal age group

The Governors' Admissions Panel will consider applications for places for pupils outside their normal age group (for example for gifted & talented pupils or pupils who have experienced problems or missed part of a year, for example due to ill health). Such requests should be put in writing to the governing body of the school. Any Parent/carer who is refused an application for a place has a right of appeal, but this does not apply if the child is offered a place other than the year group in which they applied for.

15. Service Families Arrangements

In order to comply with the requirements of the School Admission Code 2014 to ensure that our procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants St Mary's has adopted the Gloucestershire County Council 'Service Families Protocol'. Full details of this protocol can be found at

https://www.gloucestershire.gov.uk/media/7868/service_personnel_protocol-63884.pdf

16. Summer Born Children

Parents of non-compulsory school age children (four year olds) offered a place are entitled for their child to have a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age;
- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only:

- defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday.

Details on the process for seeking approval for deferring a child's admission is contained within the linked document below

<https://www.gloucestershire.gov.uk/media/13649/summer-born-information-sheet.pdf>

Form to request deferred admission to Reception Year

<https://www.gloucestershire.gov.uk/media/13650/form-to-request-deferred-entry.pdf>

17. Transport

Some children will be entitled to transport to their school provided by the Gloucestershire Local Authority. For more information and to apply for assistance parent/carers should visit the website www.gloucestershire.gov.uk/schooltransport

This policy was ratified by the Governing Body on 8th October 2018



Paul Kehoe (Chair of Governors)

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Appendix 1 - Churches in Communion with Rome.

Oriental Rite (or Eastern Catholic) Churches in union with Rome

Alexandrian

- Coptic Catholic Church
- Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

- Syrian Catholic Church
- (Syro-)Maronite Catholic Church
- Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

Chaldean (East Syrian)

- Chaldean Catholic Church
- Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

- Albanian (Byzantine) Catholic Church
- Belarussian Catholic Church
- Bulgarian (Byzantine) Catholic Church
- Georgian Catholic Church
- Greek (Hellenic) Catholic Church
- Greek-Melakite Catholic Church
- Hungarian (Byzantine) Catholic Church
- Italo-Albanian (Byzantine) Catholic Church
- Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)
- Macedonian Catholic Church
- Romanian (Greek) Catholic Church
- Russian Catholic Church
- Ruthenian (Byzantine) Catholic Church
- Slovak (Greek) Catholic Church
- Ukrainian (Greek) Catholic Church