



Admissions Policy 2016/ 2017

The following policy should be read in conjunction with the document published by B&NES entitled "A Primary School for your child". The school will very happy to explain any of the procedures to prospective parents.

Our Mission Statement

We believe that everyone is a child of God. As a Christian community we try to live like Jesus by:

- Being kind and helping each other
- Using our gifts to the very best of our ability
- Celebrating God in everyone and everything

1. INTRODUCTION:

St. Mary's Catholic Primary is a voluntary aided primary school that serves the parish of St. Mary's and The Good Shepherd. The purpose of this policy is to ensure that the Governors acting as the admission authority undertake admissions in a fair and equal manner in line with the school's trust deed and Catholic ethos. This policy has been drawn up according to the Code of Practice and in consultation with Clifton Diocese and the Local authority. However, the Governors are the admissions authority for the school.

2. ADMISSION NUMBERS:

The Admission number for all year groups including Reception Year (2016/2017) is 30 and in accordance with Infant class size legislation the Governors are not in a position to breach their admissions number of 30 for reception or key stage one. Exceptions to this are:

- multiple birth if it would mean splitting children because one would be the 31st child, *and*
- within reasonable capacity military personnel posted within the Parish catchment area after the due deadline and who have the correct documentation to confirm this.

3. APPLICATION AND ADMISSION FOR RECEPTION:

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 in which they reach compulsory school age. If parents wish a deferment they should indicate so when accepting the offer of a place.

'Applications for a Reception place at the school for September 2016 must be submitted to your home Local Authority (LA) by the closing date of **15th January 2016**. Parents can either use their home LA's on line application facility or can complete their home LA's common application form. After the closing date and in accordance with the co-ordinated admissions scheme, Bath & North East Somerset LA will provide the Governing Body with details of all preferences received for the school. In the event of oversubscription, the Governing Body will apply it's criteria to the applicants and notify the LA of its decisions. Under co-ordinated admission arrangements a single offer of a place will be made by the home LA on their published offer date which in the case of Bath & North East Somerset Resident is **18th April 2016**

The Governors also request that prospective parents complete a form available from the school entitled '**Supplementary Information Form**'. This information is necessary when the Governing Body has to apply the oversubscription criteria listed under section 5 below. This form should be sent to the school by **15th January 2016**.

4. CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS or EDUCATION, HEALTH AND CARE PLANS:

There is a different procedure for the admission to school for children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHC): it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents 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.

5. IN THE EVENT OF OVERSUBSCRIPTION:

In the event of over-subscription (i.e. more applicants than available places) places will be made in accordance with the following order of priority, regardless of preference.

1. Children in public care (looked after children), or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order and who are baptised Catholics.
2. Baptised Catholic children living in the parish of St. Mary's and the Good Shepherd who have a brother or sister at St. Mary's Catholic Primary at the time of their admission.
3. Baptised Catholic children living in the parish of St. Mary's and the Good Shepherd.
4. Baptised Catholic children who live outside the parish of St. Mary's and The Good Shepherd who have a brother or sister at St. Mary's Catholic Primary at the time of their admission.
5. Baptised Catholic children who live outside the parish of St. Mary's and The Good Shepherd.
6. Children in public care (looked after children), or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order for whom a place is requested by the relevant authority
7. Children of other Christian denominations who have a brother or sister at St Mary's Catholic Primary at the time of their admission.
8. Non-baptised children of Catholic parent(s) who live within the parishes of St. Mary's and The Good Shepherd and who have a brother or sister at St Mary's Catholic Primary at the time of their admission.
9. Non-baptised children of Catholic parent(s) who live within the parish of St. Mary's and The Good Shepherd.
10. Children of other Christian denominations.
11. Other children who have brothers or sisters at St Mary's at the time of their admission.
12. Other applicants not in the above categories.

In categories 1,2,3,4,5,7,8,9 & 10 a baptismal certificate or equivalent validation should be available for inspection.

Definitions:

- a) *Brother and sister are defined as children who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family*
 - b) *Children in Care, as defined in Section 22 of the Children Act 1989 and as stated in the 2012 Code of Practice, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.*
6. Where there is an oversubscription within a category, children who live nearest the school will be given priority. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the LA's GIS computerised mapping system with those living closer to the school receiving the higher priority.

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the

distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

7. A **map of the parish catchment area** is available for inspection at the school office so that parents can ascertain whether they live within its boundaries.
8. Any **late applicants** for reception places should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Governing Body will be informed of any late applications received. In addition late applicants should also complete the Governor's "**Supplementary Information Form**" which should be sent to the school direct
9. A **waiting list** for Reception will be maintained by the Local Authority for unsuccessful applicants for September 2016 **until the end of the academic year**. When a place does become available it will be offered in line with the school's published admission arrangements and alongside late applicants and those who have lodged an appeal or opted to go on the waiting list.
10. An additional waiting list is kept for **casual applications**: those outside the normal admissions round ie Years 1 to 6. All casual applications are considered in line with the school's published admission arrangements. All in-year admissions will be coordinated by Bath & North East Somerset Local Authority but all requests for school places **MUST** be made to your home Local Authority's School Admissions Team by completing their application form. The school's '**Supplementary Information Form**' should be returned direct to the school.
11. In line with the requirements of the code of practice on school admissions, children who are the subject of a direction by a Local Authority for the school to admit or who are allocated to the school in accordance with a Fair Access Protocol **will** take precedence over any child already on the school's waiting list(s).
12. In September 2015 thirty places were taken and allocated as follows:

Criteria	Places Allocated	Criteria	Places Allocated
1	0	7	0
2	14	8	0
3	15	9	0
4	0	10	0
5	1	11	0
6	0	12	0

13. APPEALS PROCEDURE:

Parents have the right to appeal against refusal by the Governors to admit their child, and should put their appeal in writing to the **Clerk of the Governors, c/o the LA within 20 days of receiving the letter of refusal**. Appeals will be arranged by Democratic Services, BANES.