

Diocese of Leeds

# Additional Information Sheet (including Admission Policy) 2016/17

*(To be read in conjunction with the Prospectus  
2016/17)*



Baffam Lane  
Selby  
YO8 9AX

'Loving, Laughing and Learning in the Light of the Lord'

## Head teachers Welcome

Welcome to St Mary's Catholic Primary School. As your child will soon be joining us and we will be sharing in his/her education and welfare, we have put together this brochure telling you about the school and how it is organised.

The Governors, teachers, teaching assistants and other members of the school community, take their responsibility towards your child seriously and their target is to help each pupil to achieve their full potential. We regard each child as precious and unique and we endeavour to foster a high level of motivation towards work and behaviour. We also regard our parents as partners in this work and we seek their full co-operation and interest in all that we are doing at school.

We offer a Christ centred curriculum as we regard each child unique and in the image of God.

Ours is a happy school with high hopes and ambitions for all our children and we welcome the opportunity to work with parents to ensure that everything is done in the best interests of the children at all times.

If there is anything you would like to discuss regarding your child's education or wish to visit the school, please do not hesitate to make an appointment to see me. You will be most welcome

*Fiona Robertson*

Head Teacher

## School Staff

**Headteacher** – Mrs Fiona Robertson  
**Deputy Headteacher**– Mrs Michelle Mabley

### *Teaching Staff*

Mrs Emma Beech  
Miss Laura Clancy  
Mrs Linda Gouldsbrough  
Miss Laura Henderson  
Mrs Andrea Martland  
Mr Joseph Patton  
Mrs Helen Jellett  
Mrs Sandra Riley

### *Higher Level Teaching Assistant*

*Mrs Caroline Russell*

### *Advanced Teaching Assistants*

Mrs Lynda Whyte  
Mrs Elizabeth Bean  
Mrs Jacqui Sykes

### *General Teaching Assistants*

Miss Melanie Craven  
Miss Natalie Pickles  
Mrs Claire Rogerson  
Mrs Rebecca McNeil  
Miss Chloe Grundy  
Mrs Julie Maddison

### **Bursar**

Mrs Denise Land

### *Administration Assistant*

Mrs Janette Moore

### *Cleaners*

Mrs Geraldine Hissett  
Mrs Teresa Pickup

### *Midday Supervisors*

Miss Natalie Pickles  
Mrs Nicola Simpson  
Mrs Tracy Metcalf  
Mrs Dawn Doherty  
Miss Zoe Wright  
Miss Chloe Grundy

**Governing Body**

***Chair*** – Mr Mike Dugher (Local Authority Governor)

***Vice-Chair*** ~ Mr Daniel Oliver (Parent Governor)

***Parent Governors***

Mrs Priti Diniz

***Foundation Governors***

Fr. Anthony Wilson

Mr Marek Kosnik

Mrs Helen Utting

Mr Ian O’Grady

***Staff Governor***

Mrs Linda Gouldsbrough

***Headteacher*** – Mrs Fiona Robertson

***Clerk to the Governors – L.A Clerk (Full Board Meetings)***

Mrs Georgina Thomas

## St Mary's Mission Statement

The mission of St. Mary's Catholic Primary School is to grow as a community through our faith in God, giving love and respect to all.

We aim to offer the children entrusted in our care a quality, well-balanced and appropriate education, which fulfils the needs of each unique individual.

We set to achieve high standards of behaviour and believe the way in which we present ourselves is important in setting these standards. Therefore, we encourage all pupils to adhere to the school rules part of which are the school uniform.

<b>BOYS</b>	<b>GIRLS</b>
Navy Blue v-necked sweatshirt or cardigan	Navy Blue v-necked sweatshirt or cardigan
White shirt and red tie	White shirt and red tie
Dark/Mid Grey trousers or shorts	Dark/Mid Grey skirt or pinafore, grey trousers
	Blue & white gingham dress (warm weather)
Black Shoes (trainers are NOT allowed to be worn in school) Boots worn in winter/bad weather will be accepted but then changed for indoor plimsolls	Black Shoes (trainers are NOT allowed to be worn in school) Boots worn in winter/bad weather will be accepted but then changed for indoor plimsolls
<b>PE KIT</b>	<b>PE KIT</b>
Navy Shorts	Navy Shorts
Plain white T-Shirt	Plain white T-Shirt
Black Plimsolls	Black Plimsolls
Tracksuit & Trainers (outdoor)	Tracksuit & Trainers (outdoor)

PE Kit should be brought into school on Monday and kept in school all week. Earrings may not be worn during PE and long hair should be tied back for health & safety reasons.

Please make sure that all uniform and PE kit are clearly labelled with your child's name. School cannot accept responsibility for any loss or damage to property or valuables.

Earrings are discouraged from being worn and jewellery of any kind is not permitted in school.

### School Times

School starts at 8.45am, it is expected that children arrive on time.

	<b>Morning</b>	<b>Lunch</b>	<b>Afternoon</b>
Reception	8.45am– 11.55am	11.55am– 1.15pm	1.15pm– 3.10pm
Key Stage One	8.45am– 11.55am	11.55am– 1.15pm	1.15pm– 3.10pm
Key Stage Two	8.45am– 12.15pm	12.15pm– 1.15pm	1.15pm– 3.10pm

It must be understood that there is no official supervision of children before **8.45am**. When the doors open **8.45am** Reception and Year 1 pupils may enter the school with their parents. All other year groups should enter the classrooms via their cloakrooms alone.

### Attendance

All children are expected to be in school every day and on time. If your child is taken ill please inform the school office by 8.45am on the first morning of illness. Holidays in term time are not encouraged, should this be unavoidable a holiday request form should be filled in.

At the end of every term 100% attendance and punctuality is rewarded in the achievement assembly.

### Road Safety

Children need to show a high level of awareness of traffic. Road safety is addressed through police visits, talks prior to school outings. Within the school environment there are several areas of concern:

- The staff car park may only be used by staff as the area is restricted.
- The children should enter by the school pedestrian gates and not the staff car park gates.

We request that all children are accompanied by an adult when walking to school.

### Building Fund

As a Catholic School we are liable for 10% of the cost of any capital building works to the school. To raise this money the Governors have established a Buildings Fund and each family in school is asked to pay a voluntary contribution of £15.00 per year, (£20.00 per family). A

maintenance fund card will be issued to each child at the beginning of each academic year and contributions are recorded by the school office as they are made.

### **Security**

The security of the premises is crucial. The school gates are unlocked to gain access to the Breakfast Club and locked again at 9.00am. Where children arrive late they must enter by the staff car park with an adult and sign the book explaining why they are late.

### **Extra Curricular Activities**

The following are examples of the range of extra-curricular activities available to our pupils:

Football  
Netball  
Multi-Sports  
Science Club  
Craft Club  
Cookery Club  
Code Club

Clubs are often only open to certain age groups or at certain times of year. Permission slips are sent out to get parental permission for attendance of the clubs. Please contact the school office to clarify which activities are currently available to your child.

### **Liturgical Services/Assemblies/Collective Acts of Worship**

These are held as communal acts of worship and the celebration of events and achievements in the everyday lives of the children.

Due to the location of the Catholic Church, Mass is celebrated in School at the beginning and end of each School Year and at other special times. Children attend the Parish Church for the celebration of Family Mass and for special liturgical services.

The School joins with the Parish and family community in preparing children for initiation into the sacrament life of the church.

## **Preparation for the Sacraments**

The preparation for the sacraments is dealt with by the parish. Parents should contact Fr. A. Wilson at St Mary's Church, Selby on 01757 703345 for further information.

## **St Mary's Catholic Primary School, Selby, North Yorkshire, Admission Policy**

Saint Mary's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run 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.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to the school and intends to admit 30 pupils to reception in the school year which begins in September 2016.

### **Oversubscription criteria**

***At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:***

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend St. Mary's Catholic Primary School.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order
3. Baptised Catholic children with siblings who attend St. Mary's Catholic Primary School



4. Baptised Catholic Children who live in the defined area.
5. Other Baptised Catholic Children.
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend St. Mary's Catholic Primary School.
7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order
8. Other children with siblings who attend St. Mary's Catholic primary School.
9. Other children.

### **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes).
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see notes).

### **Application Procedures and Timetable**

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority; CYPS Admissions Team, Jesmond House, 31/33 Victoria Avenue, Harrogate, HE1 5QE by 15<sup>th</sup> January 2016. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15<sup>th</sup> January 2016 to the school office; Admissions, St. Mary's Catholic Primary School, Baffam Lane, Selby, YO8 9AX.

Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their application in April. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Late Applications**

Late applications will be dealt with according to the local authority co-ordinated scheme.

### **Deferred entry to primary schools**

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age.

### **Deferment for summer born children**

If your child's fifth birthday is between April and August then they can start school the following September. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice).

**Admissions outside the normal admission round** – applications should be made to the school and will be dealt with by the admission authority of the school i.e. the governing body. If there is more than one application for an available place the governors will make their decision using the oversubscription criteria listed in the appropriate policy for the year group. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and will be advised of their rights to appeal the governors' decision to an independent appeal panel.

## **Waiting Lists**

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above, therefore, this means that each time a child is added the list will be re-ranked. Names are normally taken off the list at the end of the academic year.

## **Pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan**

Children with a Statement of Special Educational Needs, or and Education, Health & Care Plan, that names the school must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

The admission of pupils with a Statement of Special Educational Needs or Education, Health & Care Plan is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

## **Notes (these notes form part of the over-subscription criteria)**

**Catholic** means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

**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.

**Looked After Children from Catholic Families** – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that the child is baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent carer.

**Defined area** is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

**Siblings (Brothers and Sister)** includes children with brothers and sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

**Twins or Triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the 30<sup>th</sup> or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

**Live** - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

**Straight Line Distance** - in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority.

**Random Allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

**Admission Appeal** - Appeals should be sent to the Appeals Office  
County Hall, Northallerton

- Please also see school website.

