

Diocese of Leeds

# Admissions Policy 2015/16

*(To be read in conjunction with the Prospectus 2015/16)*

St Mary's Catholic Primary  
School,  
Selby

Baffam Lane,  
Selby

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

## **St Mary's Catholic Primary School, Baffam Lane, Selby, North Yorkshire**

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 2015.

### **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. (a) 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.  
  
(b) 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
  
2. (a) Baptised Catholic children with siblings who attend St. Mary's Catholic Primary School and who live in the defined area.  
  
(b) Baptised Catholic Children who live in the defined area.  
  
(c) Catechumens with siblings who attend St. Mary's Catholic Primary School and who live in the defined area.  
  
(d) Catechumens who live in the defined area.
  
3. (a) Other Baptised Catholic children with siblings who attend St. Mary's Catholic Primary School.  
  
(b) Other Baptised Catholic Children.  
  
(c) Other Catechumens with siblings who attend St. Mary's Catholic Primary School.

(d) Other Catechumens.

4. (a) 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.

(b) 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

5. (a) Other children with siblings who attend St. Mary's Catholic Primary School.

(b) 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**

Failure to provide a Common Application Form (CAF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

A standard application form, known as the Common Application Form must be completed and returned to the Local Authority; CYPS Admissions Team, Jesmond House, 31/33 Victoria Avenue, Harrogate, HG1 5QE by 15<sup>th</sup> January 2015. The Supplementary Information Form attached to this policy should be submitted by 15<sup>th</sup> January to the school . Parents or carers will be advised of the outcome of their applications 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.

### **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.

**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. Names are normally taken off the list at the end of the academic year.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs 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. This includes the Eastern Catholic Churches.

**Catechumens** are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter confirming this is required from the Catholic priest preparing the child.

**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 baptism certificate of either parent carer.

**Defined area** is a geographical area. 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. All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpath and roads. The routes measured to determine places will be those recognized by the electronic mapping system used by the school admission team.

**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 directed to the Appeals Office, County Hall Northallerton.**



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A VOLUNTARY AIDED CATHOLIC SCHOOL

The school to which you are applying is a voluntary aided Catholic school. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. ***Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

<b>Full name of child (including surname)</b>	
<b>Gender (please tick box)</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Date of birth</b>	
<b>Child's permanent address including postcode</b>	
<b>Contact telephone number(s)</b>	

<b>Religion of child</b>	

<b>Full name(s) of parent(s)/carer(s)</b>	<b>Relationship to child</b>
<b>1.</b>	
<b>2.</b>	

<b>If, at the time of admission, you will have other children attending this school, please provide details below:</b>	
<b>Full name(s)</b>	<b>Date(s) of birth</b>

CATHOLIC CHILDREN

<b>Date of baptism</b> (Please attach proof of baptism i.e. baptism certificate)		<b>Place of baptism</b>	
<b>Parish in which you live</b>			
<b>Address of your church</b>			

<b>Name of your priest</b> (to whom reference may be made)	
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<b>Signature of parent/carer completing the application</b>	
<b>Please print name</b>	
<b>Date form completed</b>	

**Please return your completed form to the school;**

**St Mary's Catholic Primary, Baffam Lane, Selby, YO8 9AX**