



## **ST. MARY'S R.C. PRIMARY ADMISSION POLICY**

St. Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2019/2020 the governing body's planned admission number is 40.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If

there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

**School Criteria:**

1. Looked after children and previously looked after children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school.
3. Baptised Roman Catholic children resident in the Parish of St Mary's who will have a sibling attending the school at the time of admission .
4. Baptised Roman Catholic children resident in the parish of St. Mary's.
5. Other baptised Roman Catholic children who have a sibling attending the school at the time of admission.
6. Other baptised Roman Catholic children
7. Other children with brother or sister attending the school at the time of admission.
8. Children eligible for pupil premium or service premium children.
9. Other children.

## NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest, headteacher, parent governor and independent clerk.
- b) Parents should apply on line at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).
- c) Parents will be informed of the governors' decision by Lancashire LA on 16<sup>th</sup> April, 2019. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- d) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- e) Parents should check carefully whether they are resident within the parish boundaries of St. Mary's. Map available in St. Mary's presbytery.
- f) All applicants resident in the parish of St. Mary's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or Child Benefit Statement.
- g) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children
- h)** Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- i) Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
- j) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- k) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria. Waiting List will give priority to children in accordance with the school's criteria. Waiting lists will be maintained for the

full autumn term in the academic year of admission and will be maintained in accordance with the admission criteria.

- l) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
  
- m) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
  
- n) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties.
  
- o) Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

**DIOCESE OF SALFORD**

**SUPPLEMENTARY FAITH REQUEST FORM**

School Name: *ST. MARY'S R.C. PRIMARY, OSWALDTWISTLE.*

Local Authority: Lancashire County Council

**Name of Applicant:** -----

**Address of Applicant:** -----  
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**Parish Community in which you live/worship:** -----  
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**Please confirm that the applicant is a baptised Catholic:**

Yes  No

The Baptismal Certificate must be presented to the school.

**Signed (parent/Guardian):** -----

**Date:** -----