



St Mary's Catholic Primary School Northampton

Admissions Policy

1. Introduction

- 1.1 St Mary's Catholic Primary school is a part of the Thomas of Canterbury Federation of Catholic Schools in Northampton. It is situated in the town of Northampton within the Diocese of Northampton and is maintained by Northamptonshire Local Authority. The School exists to serve the Catholic Communities in Northampton.
- 1.2. The Federation Governing Body is responsible for determining and administering the policy relating to the admissions of pupils to the four schools. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees and in its duty to the school and the Catholic community.
- 1.3. The Governing Body has delegated responsibility for determining admissions to the Admissions Panel.
- 1.4. The Governing Body has set the published admissions number for St Mary's School as 30 pupils for the school year commencing in September 2016.
- 1.5 No charge of any kind will be made by the school in connection with any application.

2. Mission Statement.

At St. Mary's Catholic Primary School:

- We believe that everyone is a child of God
- We place prayer, in its various forms, at the heart of the life of the school community.

The aims of our school are:

- To provide a safe, caring and happy environment, where everyone is nurtured and respected.
- To develop a learning philosophy that will enable our pupils to experience "the beginning of a great educational adventure" with us and continue the journey through lifelong learning.
- To promote mutual respect and positive relationships so that children and adults within the school develop spiritually, morally, culturally and socially.
- To create a mutually supporting community which engages governors, staff, parents and pupils in self-evaluation to improve our own performance and that of our colleagues.
- To promote effective and supportive links between the school and home, parish and the wider community.
- To achieve the five outcomes of "Every Child Matters" for all children.

3. Procedure

Parents and guardians wishing to apply for a place in the school for their child MUST complete the Local Authority Preference Form. This can be done either on line, available by visiting the admissions website at www.northamptonshire.gov.uk/admissions or, alternatively, a paper Preference Form (available from the Local Authority) may be submitted directly to the Local Authority. Applications must arrive by 15th January 2017 by 5.00pm.

Applicants wishing to be considered under the school's faith and sibling criteria should also complete the Supplementary Information Form and a Reference Form from their Parish Clergy or Religious Leader and return it to the school. Although these forms are not mandatory if one is not received the Governors may not be able to fairly apply their admission criteria. In this circumstance the application will be considered under admission criterion No.4.9. "Any other children".

Note the submission of the form does not reserve a place at the school.

Pupils who are admitted to the school will enter the Reception class during September of that year and will attend on a full time basis. Staggered admission will be according to age over a period of two weeks. Once all applications have been received by NCC, a list of children who have applied for a place will be provided to the school with details from their NCC applications forms.

All on time applications will be considered at the same time, after the closing date for admissions.

The Admissions Committee will consider all applications according to the criteria set out below and without reference to the ability or aptitude of the child.

4. Criteria for Admission

Children with statements of Special Need in which the school is named will be admitted according to the regulations and the policy of the Local Authority.

It is presumed that any parent/guardian applying for a school place is sympathetic to the Catholic ethos of the school.

The Governors will give priority to Catholic children. If there are more applications than places available, priority will be given as follows:-

- 4.1. "Looked after Children" or previously "Looked after Children" who are baptised in the Catholic Faith
- 4.2. Children of staff.
- 4.3. Baptised Catholic children who have a brother or sister in the school at the time of admission.
- 4.4. Baptised Catholic children whose family are practising Catholics and whose application is supported by the Clergy of their parish.
- 4.5. Other "Looked after Children" or previously "Looked after Children"
- 4.6. All other children who have a brother or sister in the school at the time of admission
- 4.7. Children of families of other Christian denominations whose application is accompanied by a statement that the applicant is "a known and practising member of the congregation" and is supported by their Minister of religion.
- 4.8. All other children whose parents or guardians wish their child to receive a Christian education.

5. Oversubscription

- 5.1. If the admission number is exceeded within any of these criteria priority will be given to those who live nearest to the school. Distances are measured from their home address to the nearest access gate to the school grounds. Measurements are made on a straight line basis, using a geographical information system in accord with the Local Authority's admission procedures. The Local Authority's computerised measuring system will be used in these cases.
- 5.2. In the event that the distance criteria results in two or more applicants being equally distant from the school the final space will be allocated in accordance with Local Authority Practice.

THE ABOVE CRITERIA WILL BE APPLIED TO THE ADMISSION OF CHILDREN OF ALL AGES INTO THE SCHOOL. IF YOUR CHILD IS REFUSED ADMISSION, YOU HAVE A RIGHT TO APPEAL AGAINST THAT DECISION.

6. Waiting list

- 6.1. The Admissions Committee will keep a 'waiting list' of those children who have not been offered a place. The list will be ranked according to the admissions criteria.
- 6.2. Waiting lists are cleared at the end of July each year. Parents and Carers must contact the school in writing at the beginning of July if they wish to renew their child's name on the list.

7. "In Year" admissions

- 7.1. Applications for "in year" places during the school year are administered by the Local Authority. Parents and guardians wishing to apply for a place in the school for their child MUST complete the Local Authority Preference Form. This can be done either on line, available by visiting the admissions website at www.northamptonshire.gov.uk/admissions or, alternatively, a paper Preference Form (available from the Local Authority) may be submitted directly to the Local Authority. Applicants wishing to be considered under the school's faith and sibling criteria should also complete the Supplementary Information Form and a Reference Form from their Parish Clergy or Religious Leader.
- 7.2. Applicants wishing to be considered for "in year" admission under the school's faith and sibling criteria should also complete the Supplementary Information form and return it to the school at the same time as the form is sent to the Local Authority. A failure to do so will mean that the application cannot be considered under those criteria.
- 7.3. Applicants for "In Year" admission will be considered equally with those on the waiting list.
- 7.4. Pupils admitted under The Fair Access Protocol have priority over other students to be admitted including any on a waiting list at that time.

8. Appeal Details

Parents have the right to appeal against the Governors' refusal to admit their child/children. To appeal against the decision the parents should write to the Clerk to the Governors. If your child is refused admission, you are invited to appeal in writing to the Chair of Governors at the school. Appeals will be heard by an Independent Panel.

9. Additional Information

- 9.1. The parents of those children whom the Admissions Committee have agreed to admit as pupils at the school will be informed on the national allocation day (17th April 2017).
- 9.2. The parents of those children whose application for a place was unsuccessful will be offered a place at an alternative school by the Local Authority. The allocation of places is made by the Local Authority according to the school's Admission criteria.

10. Definitions

Brother or sister means a brother or sister sharing the same parents, or a half-brother or half-sister where two children share one common parent, or a step-brother or step-sister, where two children are related by a parent's marriage/partnership, including adopted or fostered children. A brother or sister must be living at the same address when the application is made.

Baptised Catholic means children who have been baptised as Catholics, or have been formally received into the Catholic Church. All applicants seeking admission under this criteria will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their Parish Clergy confirming priest confirming their baptism or reception into the Catholic Church will be required.

Children of Staff will be admitted where either the member of staff has been employed at the school for two or more years when the application is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Christian means a member of a church which is part of Churches Together in England. A list of these Churches is available from the school office.

Families means parents, step parents and grandparents.

Home address means the permanent residence of the child when the place is offered. Where a child lives between two parents the qualifying address is where the child sleeps the majority of the school week.

Known and Practising Member of the Congregation means the family of the child is regarded by the priest/minister/worship leader as part of the worshipping community of the church/worship centre. This would not necessarily mean that the parent is a 'Member' in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than 'occasional' and has been sustained for more than a six months in the year prior to the date of signature.

Looked after Children means children who are in the care of a local authority or who are 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).

Previously Looked after Children means children who were in the care of a local authority, but who ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.

Practising Catholic means that one parent or grandparent attends Mass on days of obligation, unless excused for a serious reason (for example, illness, the care of infants) or dispensed by their own pastor. Evidence of this commitment must be provided by their Parish Clergy where the family normally worship.