



# St Mary's Catholic Primary School

## Admissions Policy for 2020-2021

### 1. Introduction

- 1.1 St Mary's Catholic Primary School is a part of the St Thomas of Canterbury Catholic Academies Trust in Northampton. It is situated in the town of Northampton within the Diocese of Northampton and is an academy, which exists to serve the Catholic Communities in Northampton.
- 1.2. The Trust Board 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 Trust Board has delegated responsibility for determining admissions to the Admissions Panel of the School Committee.
- 1.4. The School Committee has set the published admissions number for St Mary's Catholic Primary School as 30 pupils for the school year commencing in September 2020.
- 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 in God, we trust, learn and pray.

### 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 online by visiting the admissions website at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) or, alternatively, a paper Preference Form may be submitted directly to the Local Authority whose contact details can be found in section 9.4 of this policy. Applications must arrive by the deadline published by the Northamptonshire County Council.

Applicants wishing to be considered under the school's faith and sibling criteria should also complete the Supplementary Information Form/ certificate of Catholic practice with the relevant section completed by their Parish clergy, minister or faith leader and return it to the school by the application deadline. Although these forms are not mandatory if one is not received the School Committee may not be able to fairly apply their admission criteria. In

this circumstance the application will be considered under admission criterion No.4.10. “Any other applicants”.

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

Pupils who are admitted to the school will enter the Foundation Stage class during September of 2020 and will attend on a full time basis. 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 Panel 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 Needs or an Education, Health and Care plan 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.

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. Baptised Catholic children with a sibling in the school at the time of admission.
- 4.3. Baptised Catholic children whose family are practising Catholics and whose application is supported by the Clergy of their parish.
- 4.4 Other Catholic children
- 4.5. Other “Looked after Children” or previously “Looked after Children”
- 4.6. All other children who have a sibling 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, with Baptismal Certificate where applicable
- 4.8. Children from other faith backgrounds whose parents wish them to have a Catholic education

4.9. Any other applicants

## **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 Panel 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 online by visiting the admissions website at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) or, alternatively, a paper Preference Form may be submitted directly to the Local Authority. This form is available directly from the Local Authority whose contact details can be found in section 9.4 of this policy. Applicants wishing to be considered under the school's faith and sibling criteria should also complete the Supplementary Information Form and an Admissions 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 student to be admitted including any on a waiting list at that time.

## 8. Appeal Details

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

## 9. Additional Information

- 9.1. The parents of those children whom the Admissions Panel have agreed to admit as pupils at the school will be informed on the national allocation day.
- 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.
- 9.3 The admission of a child with a Statement of Special Educational Needs or Education, Health and Care Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements by the child's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Under the Education Act 1996, the Governors are obliged by law to admit any child with a Statement of Special Educational Needs or Education, Health and Care Plan where this school is named.
- 9.4 You can contact the Admissions Team in the following ways:  
School Admissions Team  
Northamptonshire County Council  
One Angel Square  
Angel Street  
Northampton NN1 1ED  
Tel: Customer Service Centre 0300 126 1000  
Email: [admissions@childrenfirstnorthamptonshire.co.uk](mailto:admissions@childrenfirstnorthamptonshire.co.uk)  
Website: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)  
Apply online at: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

## 10. Definitions

**Sibling** A sibling means the sister, brother, step brother or sister, half-brother or sister, adopted or fostered brother or sister, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday.

**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.

**Christian** means a member of a church which is part of Churches Together in Britain and Ireland. 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 through a certificate of catholic practice.