



St Mary's Catholic Primary School, Bodmin



ADMISSIONS POLICY

“We are St Mary's: We like each other; we help each other; we forgive one another. Love above all.”

St Mary's Catholic Primary School is a Voluntary Aided school in the Diocese of Plymouth. It is a member of Plymouth CAST, a multi-academy trust. The Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Admission arrangements for 2017/18

To apply for a place at St Mary's Catholic Primary School, parents must complete the Cornwall Council 'Common Application Form' (green booklet) available from either the school or Cornwall Council. This form is available to parents electronically (www.cornwall.gov.uk/admissions or www.st-marys-bod.eschools.co.uk) and as a paper copy. This booklet outlines the procedures and timetable for admission including the closing date for applications and the date when decisions will be notified. If applying for a place under criteria 2,3,4,5 and 6 parents are also requested to submit a Supplementary Information Form (SIF). This will ensure that the Governing Body is able to offer places strictly in accordance with the criteria.

The closing date for applications for **September 2017 is 23:59 on 15th January 2017**. The notification date for 2017/18 will be 18th April 2017.

Failure to provide the necessary supportive documentation to accompany the school application form i.e. Baptismal Certificate if appropriate, etc, may affect the admissions procedure for a place at this school.

It is now a requirement for all children to be offered a full time school place in the September following their fourth birthday but parents have the right to request part time arrangements or to defer admission on a termly basis until the child reaches compulsory school age (the start of the term following their fifth birthday).

We shall comply with the County Co-ordinated Admissions Scheme for 2017/18. This scheme shall be based on the 'equal preference' system, as defined in the School Admissions Code 2014 meaning that all parents applying for school places are now given the right to express at least three preferences. Each of these preferences is considered against the admission criteria for each school. Although most children will be admitted to the school with their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. While it would not normally

be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the school will consider these requests carefully, and will make a decision based on the particular circumstances of each case.

Mode of study and start date: There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell the allocated school so that the place can be held open. Where a parent doesn't inform the school that admission is to be deferred and doesn't admit the child in September, it is likely that the place will be withdrawn and offered to another child

Admission Criteria

As a Catholic school we strive to nurture the faith and spiritual lives of all members of the school in accordance with the truths and teachings of Jesus Christ and the Catholic Church.

Primarily, therefore, the school serves the Catholic Community and aims to provide places for all Catholic children from ages 5 to 11 for whom we are the nearest Catholic school. However, a large number of non-Catholic children are admitted who are equally valued members of our school community.

The published admission number at Reception is 30.

The admissions committee fully recognises its requirements to admit pupils with statements of Special Educational Needs where St Mary's is the named school.

Oversubscription Criteria

If there are more applications than the number of places available children will be admitted in order of the following criteria:-

1. Children who are or have been in public care/looked-after children
2. Children who are baptised Catholics or whose normal residence is with at least one parent who is a baptised Catholic (Evidence: baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child's/parent's baptism). *See supplementary information form.*
3. A child who has a sibling/s who will either be attending the school at the time of admission or who has attended the school in the past. *See supplementary information form.*

4. A child who is a member of a recognised Christian church. (Evidence: baptismal certificate or a signature from a Minister of religion testifying to the fact). *See supplementary information form.*
5. A child who is a member of another faith tradition. (Evidence: signature of a designated minister of that religion confirming the child's membership). *See supplementary information form.*
6. A child whose parents seek admission for them at the school. (Evidence: submission of the Cornwall Council's Common Application form naming the school among their preferences).

Definitions

(a) Child in public care/looked-after child – this means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 and also children in care and children who were previously in care, but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.

(b) Parents/Guardians and Family Members – a parent or any other person who has parental responsibility for, or who is the legal guardian of, the child.

(c) Sibling – this means a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, fostered brother or sister or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(d) Home Address - Each child may have only one registered home address; this address should be where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to request further evidence in order to make a decision, e.g. a copy of a utility bill.

(e) Recognised Christian Church – includes any Church affiliated to 'Churches Together in Britain and Ireland.'

(f) Other faiths – examples of other faith traditions are Hinduism, Islam, Judaism, Sikhism.

Tie Breaker

When two or more children meet the same criterion, their rank order will be determined firstly, by whether one of the child's parents is a member of school staff and secondly, by distance from school.

A member of school staff, in this case, is someone who has worked at the school for at least two full years on a permanent contract or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. Distance from school is measured by straight-line measurement as determined by CAPITA One and supported by the CSA's Geographical Information. Measurements will be between the home address using Ordnance Survey's Address Point dataset (usually the

centre of the main building of the property) and the main gate of the school (as determined by the CSA map).

Waiting List

Under the co-ordinated admissions scheme, the Local Authority, in partnership with the Governing Body, will keep a waiting list for reception places. At the parent's request a child may be placed on the waiting list. A child's actual numerical position on the waiting list is not an accurate indication of their eligibility for admission to school. The numerical position may change day to day depending on the on-going applications for places at the school. All admissions are judged solely against the school's admissions criteria. Being placed on the waiting list does not guarantee a child's automatic or eventual admission to the school. Children who are allocated to the school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

Appeals

If a child is refused a place parents have the right of appeal, in which case they should write to the school immediately for details of the Appeals Procedure. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the Admissions Code 2014.

Late Applications

If an application for the Reception Class is received late for a good reason, e.g. due to medical reasons or a recent move into the area, it may be accepted for consideration along with those received by the Local Authority's closing date. Please refer to the green booklet or the Cornwall Council website.

In-Year Admission

The Governing Body is the admitting body but works in partnership with the Local Authority, which co-ordinates normal round admissions, i.e. Reception Class children. Admissions into other year groups, known as in-year admissions, are also handled by the Governing Body in partnership with the Local Authority. The parents will be given the (Cornwall Admissions) Common Application Form (CACAF) to fill in and a Supplementary Information Form. All applications will be considered strictly against the admission criteria and if there is a vacancy in a year group the child will be admitted. Under the Fair Access Protocol it is possible to admit a child even if this would take the year group above the published admission number. Parents have the right of appeal if a child is refused a place in-year in line with the procedure above.

False Information

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Supplementary Information Form (SIF)

To be able to determine over-subscription criteria fairly the school requests additional information not contained on the Common Application Form. This additional information is indicated on the Supplementary Information Form (a copy of which is attached).

Failure to provide the necessary supporting documentation to accompany the school application form, i.e. Baptismal Certificate if appropriate, etc, may affect the admissions procedure for a place at this school.

ST. MARY'S CATHOLIC PRIMARY SCHOOL, BODMIN

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION 2017-18

SECTION 1: This section should be completed for all applicants

Name of Child: Date of Birth:

Name of School to which this application is being made:

N.B. Please consider the following sections in order. Once you have been able to answer 'yes' to a section (with the appropriate evidence or signature) there is no need to complete the rest of the form. Simply sign the declaration at the end of this sheet and return it to the school office.

Please note, even if you are *not* able to answer 'yes' to any of the sections 2-6, the child for whom you are applying will still be admitted if there are sufficient places available.

SECTION 2

Is your child a baptised Catholic? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate minister/priest of religion to sign the statement below if unable to provide a baptismal certificate.

'I confirm that the child named on this form is a baptised Catholic.'

Name of Priest: Parish:

Signature: Date:

SECTION 3

Is at least one of this child's parents or guardians a baptised Catholic? Yes / No (please circle)

If 'Yes', please ask an appropriate Catholic priest to sign the statement below or provide your own Baptismal Certificate (i.e. parent's Certificate). (Please see over page.)

'I confirm that at least one of the parents of the child named on this form is a baptised Catholic.'

Name of Priest: Parish:

Signature: Date:

SECTION 4

Does your child have a brother or sister who will be in the school at the time of admission? Yes / No (please circle)

If 'Yes' please give his/her name and current class.

Name: Class:

SECTION 5

Is this child a member of a Christian church/denomination other than Catholic? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate minister/priest of religion to sign the statement below if unable to provide a baptismal certificate.

'I confirm that the child named on this form is a member of our church/denomination.'

Name of Minister/Priest: Title:

Church and location:

Signature: Date:

SECTION 6

Is this child a member of a faith community other than Christian? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate minister/priest of religion to sign the statement below if unable to provide a baptismal certificate.

'I confirm that the child named on this form is a member of our faith community.'

Name of Minister/Priest: Title/Ministry:

Faith and local centre of worship:

Signature: Date:

SECTION 7

Final Declaration: to be completed for all applicants.

'I certify that, to the best of my knowledge, the information I have given in this form is accurate'

Name: Signature:

Address

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Tel Date