



St. Mary's Catholic Primary School

Admissions Policy 2018 – 19

St Mary's Catholic Primary School, Marnhull welcomes applications from parents of children of all denominations and faiths and those with no particular faith background. 10% of our current children are Catholics.

St Mary's Pupil Admissions Number is 25

St Mary's governing body is the admissions authority and is responsible for decisions on the admissions policy and applications. It works within the co-ordinated admissions scheme of the local authority, Dorset County Council. Parents applying for a place in Preschool or Years 1-6 either for the start of the school year or in year, should contact the school in the first instance.

Parents who wish to express a preference for a **Reception place** at St Mary's Catholic Primary School for September 2018 must do using the Local Authority Common Application Form. The dates by which applications should be made are published each year by the Local Authority. **You can apply via admission online at <http://www.dorsetforyou.com> or by telephoning 01305 221060.**

All applications for **Reception entry, September 2018** must be made by the Local Authority (LA) closing date; **15th January 2018**.

If you are applying for a place under any of the denominational criteria (2-4 below) you are requested to submit a Catholic School Supplementary Information Form to the school named on your Common Application Form.

This will allow the governing body to ensure that places are offered strictly in accordance with the criteria. These forms are available direct from the school, and on the website, and should be completed and returned to the school by no later than **15th January 2018 for entry to Reception September 2018.**

All other applications including in-year applications should be made by directly contacting the school.

The LA co-ordinates admissions for all primary schools, and will write to you (or email if you applied online) to advise of the school place you have been allocated for your child.

In accordance with Government legislation, the Governing Body will consult with the Diocese, the Local Authority, parents, local community groups and other local schools annually in respect of the admissions policy.

Admission Arrangements for new school starters

In Dorset, school places are offered to children from the September after their fourth birthday. Those 4 and 5 year olds admitted to school are entitled to attend full time. At St Mary's, parents decide if they wish their child to attend on a part-time basis in the autumn term and become full-time in the spring term, or not later than the start of the term of their 5th birthday. This will be dependent on the child's age and previous pre-school experience. At St Mary's, part-time education is deemed to be full days on Monday, Wednesday and Friday.

Admissions Criteria

As a Catholic School, it is our responsibility to provide an education that supports Catholic parents with their responsibility to share their faith with their children. As a result, Catholic children are prioritised in our admissions criteria. That said, the majority of the children currently in our school are not Catholics and are very valued members of our school community.

Children with a statement of Special Educational Needs / Education Health Plan on which the school is named will be admitted ahead of all other categories.

The following criteria apply in descending order:

1. Children in Care (looked after children) and those children recently adopted or placed for adoption.
2. Children who are baptised Catholics or children currently enrolled in a programme of preparation for Baptism into the Catholic Church. The baptism certificate or the signature of a Catholic Parish Priest confirming the enrolment will be required.

3. Children who will have a brother or sister in school at the time of admission.
4. Children who are a member of another recognised Christian Church or another recognised faith tradition. The signature of a Minister of Religion testifying to this fact will be required.
5. All other children whose parents have chosen St Mary's as their preferred school.

Definitions

- **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 or a child who was previously looked after but has been recently adopted or made the subject of a residence order or of a special guardianship order.
- **'Sibling'** - This means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.
- **Other Christian Churches** - includes any Church fully affiliated to 'Christians Together in England and Ireland'.
- **Other Faiths**: examples of faith traditions are Hinduism, Islam, Judaism, Sikhism.
- **Parents/Guardians and Family Members** - A parent is any person who has parental responsibility for, or is the legal guardian of, the child.

General admission arrangements

Where a child lives with parents with shared responsibility each part of the week, the 'home address' will be considered to be the address of the legal main carer.

If an application is unsuccessful due to no places being available, an expression of interest from parents/carers will be kept. Should a place become available then the place will be offered according to the categories set out below. However St Mary's has been able to admit all families that selected the school as their first preference in the past few years.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to the school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term of the child's fifth birthday, nor beyond the academic year for which admission is sought.

If there are too few places available to satisfy preferences expressed within any of the above categories, priority will be given to children living closest to the school defined by straight line measurement using a Geographical Information based system which identifies an easting and northing for the home address and the school building and calculates the distance between the two locations.

Exceptional Circumstances

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of a place is withdrawn, the application will be considered afresh and a right of appeal offered if an offer of a place is refused.

Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse an application for a school place. Details of the appeals procedure will be sent out with all refusal letters.