

SAINT MARY'S CATHOLIC PRIMARY SCHOOL, CONGLETON

ADMISSIONS POLICY AND ARRANGEMENTS FOR 2019-2020

Saint Mary's Catholic Primary School, Congleton is a Voluntary Academy and a member of the Holy Family of Nazareth Catholic Academy Trust in the trusteeship of the Diocese of Shrewsbury. The Academy Trust is the Admissions Authority and has delegated full responsibility to the Local Governing Body to govern admissions and to take all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. This Admissions Policy has been agreed taking due consideration for the provisions as laid out in the Schools Admissions Code 2014.

For the school's year commencing September 2019, the Local Governing Body has decided that the number of children to be admitted will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Parents must complete a Local Authority Preference Form or apply online via the Cheshire East website [www.cheshireeast.gov.uk/admissions]. If you wish to have your application considered against the school's religious criteria (criteria 2, 3, 4 and 5 below), then you must **ALSO** complete the Supplementary Information Form (SIF) which is available from the school website or from the Cheshire East website [www.cheshireeast.gov.uk/admissions].

If there are 30 or fewer applications, all applicants will be offered places. **If there are more than 30 applications**, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, **the oversubscription Admissions Criteria will be applied in the following priority order:**

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who will have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St. Mary's, Congleton.
4. Baptised Catholic children attending Saint Mary's Catholic Nursery.
5. Other baptised Catholic children.
6. Other children who will have a sibling in the school at the time of admission.
7. Children of members of staff where the member of staff has been employed at the school for two or more years at the time when the application for admission is made or the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage.
8. Other children attending Saint Mary's Catholic Nursery.
9. All remaining applicants.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point. In the event of distances being the same for two or more applicants, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth residing at the same address. This process will be independently verified.

Notes for Applicants:

a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2019. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.

b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship order.

c. For a child to be considered as a Catholic, evidence of a Catholic Baptism is required.

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church will be considered under the categories of 'Baptised Catholic children'. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered under the categories of 'Baptised Catholic children'. A Certificate of Reception is to include full name, date of birth, date of reception and name(s) of parent(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as 'Baptised Catholic children' but only after they have been referred to the parish priest who, after consulting with the Diocese of Shrewsbury, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the Child Benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, and adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

f. A waiting list for children who have not been offered a place will be kept until 31st December of the year of admission, and will be ranked according to the Admissions Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant who has higher priority in the Admissions Criteria joins the waiting list.

- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. A waiting list for 'In Year' applications will not be kept.
- h. If an application for admission has been turned down by the Local Governing Body, parents may appeal to an Independent Appeals Panel. Details of how to appeal will be included in the letter notifying parents that their application for a place has been unsuccessful. Details of how to appeal will also be published on the school website (if there have been any applications turned down in any year). Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. In order to appeal, parents will be asked to give reasons for appealing in writing and complete a "Reception Admissions Appeal Form", which should be returned to the school office by 18th May 2019. The application will then be considered at the Appeals Panel Hearing and the decision made is binding on the Local Governing Body.
- i. The Local Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application. In circumstances where a place has been fraudulently obtained, the place may be withdrawn even after the child has started at the school.
- j. It is the duty of the Local Governing Body to comply with regulations on class size limits for children aged between rising five and seven. The Local Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. For children below compulsory school age, parents may request to defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application is made. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.
- l. Parents may request that their child attend school part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- m. Repeat applications (where an initial application in the academic year has been refused and an appeal declined) will not be considered within the same school year unless the parent's or the school's circumstances have changed significantly since the original application was made. Full details of the change of circumstances must be provided for consideration.
- n. The school participates in Cheshire East Local Authority Fair Access Protocol.