



**Mongleath Road
Falmouth
Cornwall
TR114PW**

ADMISSIONS POLICY

St Mary's Catholic Primary School is a Voluntary Aided school in the Diocese of Plymouth. The Governing Body are 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 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 required 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 15th January 2017**. The notification date for 2017/18 will be **18 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.

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.

We shall comply with 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 given the right to express at least three preferences. Each of these preferences is considered against the admission criteria for each school.

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 their requirements to admit pupils with statements of Special Educational Needs or an Education Health Care Plan, 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. (a) 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) Children with a Statement/Education Health Care Plan which names our school
2. Children who are baptised Catholics.(Evidence: Baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child's baptism)
[see supplementary information form.](#)
3. A child who has a sibling/s who will be attending the school at the time of application for admission.

4. At least one parent is a baptised/member of the Catholic Church. (Evidence: Baptismal certificate or a signature of a Catholic priest confirming their knowledge of this) **see supplementary information form.**
5. A baptised Christian child/member of another recognised Christian church. (Evidence: Baptismal certificate or equivalent or signature from the appropriate Minister of religion) **see supplementary information form.**
6. At least one parent is a baptised/member of a recognised Christian Church. (Evidence: a Baptismal certificate or equivalent or signature from the appropriate Minister of religion.) **see supplementary information form.**
7. A member of a World Faith tradition (Evidence: signature of an appropriate Minister of religion) **see supplementary information form.**
8. 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) Parents/Guardians and Family Members – a parent is any person who has parental responsibility for, or who is the legal guardian of the child.
- (b) 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/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.
- (c) Home Address- Each child may have 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.
- (d) Recognised Christian Church – includes any Church affiliated to 'Churches Together in England and Ireland.'
- (e) Other faiths – examples of other faith traditions are Hinduism, Islam, Judaism and Sikhism.

Tie Breaker

When two or more children meet the same criterion, their rank order will be determined by distance from school measured by straight-line measurement. measurements will be determined by: Cornwall Council's nominated Geographical Information System (currently Data Map). 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. Each child can have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement.

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 ongoing 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.

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 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 who co-ordinates normal round admissions i.e. reception class children. However admissions into other year groups, known as in- year admissions, are handled directly by the school. The parents will be given the Common Application Form to fill in and a Supplementary Information Form. All applications will be considered strictly against the admission criteria and if there is a space in a year group the child will be admitted. Under the 'Fair Access' policy, it is possible to admit a child even if this would take the year group above the published admission number. Parents have the right to 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 from a parent, 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 requires additional information not contained on the Common Application Form. This additional information is indicated on the supplementary form (a copy is attached).

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