



ST Mary's Catholic Primary Academy Wolverhampton



Determined Admission Arrangements 2016-2017

Introduction

The admissions process is part of the Wolverhampton LA co-ordinated scheme.

The Admission Policy of the Governors of St. Mary's Catholic Primary Academy is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Parents who seek a Catholic education for their children also have a responsibility to ensure they enable those children to participate fully in the life and worship of the school.

All prospective parents are invited to a meeting to explain the Admissions Policy.

The policy has also been formulated in order to comply with the provisions of the relevant sections of the Education acts.

Admission Number

The Admission Number for each year group is 60.

Application For Admission

Wolverhampton City Council Supporting Evidence Form states that evidence of Catholic Baptism is required at the time of application. (See Appendix B definition of Baptism). Failure to provide the required Valid Certificate of Baptism or Certificate of Reception into the Catholic Church will result in assumption that the child is non-Catholic.

Criteria of Admissions

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the school and parish or by post on request.

1. Baptised Catholic children who are in the care of a Local Authority (looked After Children) or provided with accommodation by them (eg. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted with the Common Application Form.
2. Baptised Catholic children resident within the Parish of Our Lady Of Perpetual Succour who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the parish of Our Lady Of Perpetual Succour.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a Local Authority (looked After Children) or provided with accommodation by them and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted with the Common Application Form.
7. Non - Catholic children who have a brother or sister in the school at the time of admission.
8. Non-Catholic children.

Oversubscription

If there is over-subscription within the category, the Academy Committee will give priority to children living closest to the school determined by shortest distance. Distances are given by the Local Authority and is a calculated measurement between home and school; which will be determined by the straight line measurement from the designated point of the home address to the designated point of the school using a computerised software system. (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will draw lots to select the child. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

For a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage
- Step-brother or step-sister;
- Adopted or fostered children attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age. (School Admissions Code 2.16(e))

Applications for children to be admitted into a class outside of their normal age group

If parents wish for the child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Academy Committee. This request should be in the form of a written letter outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request.

The Academy Committee will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests

and the views of the Headteacher. If Parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applications in Respect of Multiple Births

Where there are twins, triplets or multiple birth children, one or more of whom falls within the PAN of 60 and the others beyond it, governors will offer a place to them all.

Children in Care

Children in care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible. The Governors will give first priority to children in care who are of the Catholic faith and will give priority in the oversubscription criteria to looked after children not of the Catholic faith above other children not of the Catholic faith. Looked after children includes children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.

SEN Statements

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of Special Education Needs that names the school. This is not an oversubscription criterion. This will reduce the number of places available to applicants.

Late Applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting Lists

Waiting lists for admission will remain open until the 31st December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Repeat Applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Applications Other Than The Normal Intake To Reception Class (In-Year Applications)

An application should be made to the local authority who will need to consult with the governors.

Nursery

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main school.

Charging

There is no charge or cost related to the admission of a child to our school.

Appeals

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school may apply directly in writing to the Chair of the Academy Committee . Appeals will be heard by an independent panel.

Prospectuses

The Primary and Secondary Composite prospectuses are published in electronic format on the City Council website and a hard copy to be made available at the Civic Centre, in every school maintained by the local authority and also in every academy and CTC. Hard copies of the prospectuses will also be made available for distribution to parents on request without charge.

Fraudulent or misleading applications for admissions to school

The Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made. Parents can alert the Authority of any potential fraudulent applications by contacting the School Admissions and Transfers section. Contact details are published in the composite prospectuses.

Material change of circumstances

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicants' responsibility to provide evidence to the School Admissions & Transfers Section as this may affect the outcome of the application.

Date of Implementation

This policy will be implemented for all applications from September 1st 2016.

Appendix

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and 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 (Cf. Rite of Christian Initiation, 399).

WRITTEN EVIDENCE OF BAPTISM

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

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)