

St Mary's Catholic Primary School
Canterbury Road, London, NW6 5ST
Telephone: 020 7624 1830
Email: admin@marycps.brent.sch.uk



Admissions Arrangements 2017-18

POLICY DETAILS:

Legal Status: Statutory

Adopted: January 2016

Version Date: January 2016

Last Review:

Next Review: January 2017

Responsible Person: Governing Board

**St Mary's Catholic Primary School
Canterbury Road
Kilburn
London NW6 5ST**

Admission arrangements for 2017-2018

St Mary's is a Catholic voluntary aided school in the trusteeship of the Diocese of Westminster. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Preference will be given to baptised practising Catholic children whose application is accompanied by a Baptismal Certificate and a Certificate of Catholic Practice from the Parish Priest at the Church where the family usually worships. Verification of address may also be required.

Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017. The Published Admission Number (PAN) for the school is 60.

The Governing Board is the Admission Authority and as such is fully responsible for all admissions to the school.

Oversubscription criteria

If there are more applications than our published admissions number of 60 places, the Governors will offer places in accordance with the following criteria, listed in order of priority:

1. Catholic looked after children and previously looked after Catholic children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having being looked after.
2. Baptised Catholic children from practising Catholic families, whose practice is supported by a Certificate of Catholic Practice.
3. Children who have been baptised as Catholics or received into the Catholic Church.
4. Other looked after children and other previously looked after children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
5. Children of Catechumens or members of an Eastern Christian Church.
6. Members of other Christian Churches whose practice is supported by a letter from their priest or minister confirming membership of the parish community.
7. Members of other Christian Churches.
8. Any other children.

Note 1: The Governing Board will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Note 2: In each of the above categories, the presence of a brother or sister, foster or half brother or sister or step brother or sister in the school at the time of admission will increase priority within that category.

Note 3: Where the admission of twins or all siblings from a multiple birth would cause the school to rise above its PAN (Published Admission Number), both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 children per teacher, the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

Note 4: Address used will be the address where the child spends 50% or more of the school week.

Tie Breaker

Where all else is equal, higher priority will be accorded to the child living nearest to the school, the distance being measured by a straight line from the front door of child's house to the main entrance of school. Where there are applicants living in flats at the same address, the distance will include the distance from the front door of the flat within the building i.e. the flat nearest to the main door to the building will have priority. This distance is measured by the Local Authority.

Pupils with an Education, Health and Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Please ask the school for further information. Pupils with this school named in their EHC Plan will be admitted.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Board is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Board and the Diocese for the current school year. The Governing Board has the power even when admitting the child would mean exceeding the published admission number

Admissions for Reception

All applicants must complete a local authority e-admissions form on line from the local authority in which they live. Paper forms (Common Application Forms (CAF)) can be obtained from your LA and returned to your Council by the annually published closing date. In addition to the on line Local Authority Form you should also complete St Mary's forms as follows:

- St Mary's Supplementary Information Form (SIF);
- Certificate of Catholic Practice (if applicable).

The Supplementary Information Form (SIF) is obtainable from the school and the SIF is also available from the LA offices and the LA website (www.brent.gov.uk). You can collect the form from the school or contact the school and ask for it to be sent to you.

The completed St Mary's form should be returned along with a copy of the child's baptismal certificate and to St Mary's School by the closing date which will be 13th January 2017.

If you do not complete both the CAF and SIF and return them by the closing date, the governing board may be unable to consider fully your application and it is very unlikely that your child will get a place at the school.

The closing date for applications will be 13th January 2017 and notification letters will be sent out by the Local Authority on behalf of the Governors on 18th April 2017. This

information is available from the Brent website www.brent.gov.uk. St Mary's abides by this timetable.

- 1a. If the application for a place in school is unsuccessful you have the right of appeal to an independent appeal panel.
- 1b. If you wish to appeal against non-admission please do so in writing to the Chair of Governing Board, care of the school.
2. Appeals should be lodged by 26th May 2017. Appellants will receive at least 10 school days' notice of their appeal hearing date.
3. In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The waiting list will be held open for one school year.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. Where there is no waiting list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing board in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked after' children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing board in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing board will re-rank the list so that an offer can be made.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria [2 and 3] must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family. You will need to get a form signed for each Catholic school you are applying to which has a 'practising Catholic' criterion.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1ST April 2018.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Notes (these notes form part of the oversubscription criteria)

‘Looked after child’ has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes members of Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest’s reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

‘Practising Catholic’ means a Catholic child from a practising Catholic family with weekly family attendance at Sunday Mass and this practice is verified by a Certificate of Catholic Practice from a Catholic priest in the standard format laid down by the Diocese.

‘Adopted’ - An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

‘Child arrangements Order’ – A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

‘Special Guardianship Order’ – A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Parent’ the person or persons who have legal responsibility for the child.

‘Family’ means Catholic or Catholics who have a legal responsibility for the child.

‘Catechumen’ means a member or child of a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception from the authorities of that Church.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

There is no automatic transfer from Nursery to Reception Class.

ST MARY'S CATHOLIC PRIMARY SCHOOL

Canterbury Road, Kilburn, London, NW6 5ST

Telephone: 020 7624 1830

**SUPPLEMENTARY INFORMATION FORM
APPLICATION FOR ADMISSION 2017-18**

To be completed in BLOCK LETTERS by the Parent(s)/Guardian(s)

***Please delete as appropriate**

Information about the Child

Surname:.....	Address:.....
First Name(s):.....
Date of Birth:..... Post Code:.....
Place of Baptism:.....	Resident in Parish of:.....
Date of Baptism:.....	
A copy of child's baptismal certificate is required	<i>If you are applying as a practising Catholic a Certificate of Catholic Practice, signed by your parish priest is required to support your application</i>

Information about the Child's Parent/Legal Guardian

*Parent/Legal Guardian	Is your child 'looked after' by the Local Authority, adopted or subject to a child arrangements or special guardianship order, having previously been 'looked after'? Please circle your response.
Full Name:.....	
Address:.....	YES NO
Where different from above	
..... Post Code:.....	
Telephone 1:.....	
Telephone 2:..... optional	

Details of sister(s)/brother(s) in this school at the date of admission

Full Name	Date of Birth	Current School Year

<p>Are there any exceptional needs you would like the Governors to take into account when considering your application?</p> <p>If yes please tick box <input type="checkbox"/></p> <p>Only documentation provided by professionals will be considered and any such documents should be attached to the application</p>	<p><i>I confirm that I have read, and understood, the Governors' Admissions Policy and the information I have given in this application is accurate:</i></p> <p>Signed:.....*Parent/Guardian</p> <p>Date:.....</p>
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