



## St Mary's Catholic School



### ADMISSIONS POLICY 2019/2020

St Mary's Catholic Primary School, Penzance is a Voluntary Aided school in the Diocese of Plymouth. The Governing Body are responsible for admissions, acting upon the requirements of the law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

#### **MISSION STATEMENT**

Faith is the heartbeat of our school, as we walk with Jesus through life. St Mary's provides a safe, happy, positive place to learn, where everyone is encouraged to reach their full potential. By showing respect, love and care to each other, without exception, everyone is valued in our school family.

#### **Admission arrangements for 2019/20**

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 and is also available 'online'. 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, 6 and 7 (see page 2) parents are also requested 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 2019 is 15th January 2019**. The notification date for 2018/19 will be 16th April 2018. 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 (which is the term after his/her fifth birthday).

We shall comply with the County Co-ordinated Admissions Scheme for 2019/20. 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 now given the right to express at least three preferences. Each of these preferences is considered against the admission criteria for each school. 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. Whilst 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.

#### **Admission Criteria**

As a Catholic school serving children from the age of three to eleven years, 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.

The published admission number in Reception is 30.

The admissions committee fully recognises their requirements to admit pupils with statements of Special Educational Needs or Education Health Care Plans, 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 who are in public care/looked after children - this means a child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989, and also children who were looked after but have ceased to be so because they were adopted or became subject to a residence order or special guardianship order.  
  
b) Children with a Statement of Special Educational Need or an Educational Health Care plan which names our school, will be admitted.
2. Children who are baptised Catholics (Evidence: baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child).
3. Children with at least one parent who is a baptised Catholic (Evidence: baptismal certificate or a signature of a Catholic priest confirming their knowledge of the parent's baptism). A parent is any person who has parental responsibility for, or who is the legal guardian of, the child.
4. A child who has a sibling/s:
  - a) Attending the school at the time of admission
  - b) Who has attended the school in the past
 A sibling – is any full, half, step or foster brother or sister who normally reside in the same household.
5. A child who is a member of a recognised Christian church. (Evidence: baptismal certificate or a signature from a Minister of religion testifying to the fact). Recognised Christian Church – includes any Church affiliated to 'Churches Together in England and Ireland.'
6. A child who is a member of another faith tradition. (Evidence: signature of a designated minister of that religion confirming the child's membership). Other faiths – examples of other faith traditions are Hinduism, Islam, Judaism, Sikhism.
7. 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).

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.

### **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 as determined by ARC Map and supported by the CSA's Geographical Information. 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).

### **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 if applicable. 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 requests 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. Baptismal Certificate if appropriate, etc. may affect the admissions procedure for a place at this school.

**ST. MARY'S CATHOLIC PRIMARY SCHOOL, PENZANCE  
SUPPLEMENTARY INFORMATION FORM FOR ADMISSION 2019-20**

**SECTION 1: This section should be completed for all applicants**

Name of Child: ..... Date of Birth: .....

Name of School to which this application is being made: .....

**N.B. Please consider the following sections in order. Once you have been able to answer 'yes' to a section (with the appropriate evidence or signature) there is no need to complete the rest of the form.**

**Simply sign the declaration at the end of this sheet and return it to the school office.**

*Please note, even if you are **not** able to answer 'yes' to any of the sections 2-6, the child for whom you are applying will still be admitted if there are sufficient places available.*

**SECTION 2**

Is your child a baptised Catholic? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate minister/priest of religion to sign the statement below if unable to provide a baptismal certificate.

***'I confirm that the child named on this form is a baptised Catholic.'***

Name of Priest: ..... Parish: .....

Signature: ..... Date: .....

**SECTION 3**

Is at least one of this child's parents or guardians a baptised Catholic? Yes / No (please circle)

If 'Yes', please ask an appropriate Catholic priest to sign the statement below or provide your own Baptismal Certificate (i.e. parent's Certificate). (Please see over page.)

***'I confirm that at least one of the parents of the child named on this form is a baptised Catholic.'***

Name of Priest: ..... Parish: .....

Signature: ..... Date: .....

**SECTION 4**

Does your child have a brother or sister who will be in the school at the time of admission? Yes / No (please circle)

If 'Yes' please give his/her name and current class.

Name: ..... Class:.....6

**SECTION 5**

Is this child a member of a Christian church/denomination other than Catholic? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate minister/priest of religion to sign the statement below if unable to provide a baptismal certificate.

***'I confirm that the child named on this form is a member of our church/denomination.'***

Name of Minister/Priest: ..... Title: .....

Church and location: .....

Signature: ..... Date: .....

**SECTION 6**

Is this child a member of a faith community other than Christian? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate minister/priest of religion to sign the statement below if unable to provide a baptismal certificate.

***'I confirm that the child named on this form is a member of our faith community.'***

Name of Minister/Priest: ..... Title/Ministry: .....

Faith and local centre of worship: .....

Signature: ..... Date: .....

**SECTION 7 Final Declaration: to be completed for all applicants.**

'I certify that, to the best of my knowledge, the information I have given in this form is accurate'

Name: ..... Signature: .....

Address .....

.....

Tel ..... Date .....