



**Diocese of Middlesbrough**  
**Primary School Admission Policy for**  
**St Mary's RC Primary School**  
**within North Yorkshire County Council Local Authority**  
**2018-2019**

St Mary's RC Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run 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.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

In applying for a place at the school, parents or carers should familiarise themselves with the aims and ethos of this Catholic school.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2018 is 30.

The partner parishes are:

St Joseph and St Francis Xavier Parish, Richmond; St Mary's Parish, Wycliffe; St Joan of Arc Parish, Catterick Garrison; St Peter and Paul Parish, Leyburn.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### **How and When to apply**

Applications must be made on the Local Authority Common Application Form. Parents are made aware that you must also complete our published Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which names our school in their plan will be admitted to the school

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Oversubscription Criteria**

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

***(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2018.)***

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St Joseph and St Francis Xavier Parish, Richmond; St Mary's Parish, Wycliffe; St Joan of Arc Parish, Catterick Garrison; St Peter and Paul Parish, Leyburn .
3. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
8. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children, who, at the closing date of your application, have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

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 (see the definition in section 22 (1) of the Children Act 1989):

### 3. Churches Together in England See link below

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism which should be returned with your 'supplementary information form'.

### 4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step 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 and is in attendance at the same school on the date of admission.

### 5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

### 6. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

If you wish to request admission of a child outside of their normal year group, to allow time for an informed decision to be made, you must contact the school to discuss your request four weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you must then make a new application as part of the main admissions round the following year, the application will be processed as normal and places will be allocated at the school according to the school's oversubscription criteria – previously agreed deferral does not guaranteed a place at the school the following year.

**Parents should be aware that other admission authorities cannot be required to honour a decision made by another school or admissions authority on admission out of the normal age group. If a place is not available at the school that had agreed to the deferral request, other schools may insist the child is admitted to the correct year group.**

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the

school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

## Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

## Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term **or as agreed and operated by your school**

## Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of the application. Parents will be notified as to whether or not their child has been allocated a place according to LA timetable.

‘Learning with fun, friends, family and faith’





St Mary's RC Primary School.



**APPLICATION FORM**

Child's Surname:			
Child's Christian Names:			
Child's Place in Family			
Child's Date of Birth:		Certificate Seen:	
Child's Former Schools/Nursery			
Place of Baptism:			
Date of Baptism:		Certificate Seen:	
First Confession:			
First Holy Communion:			
Address & Postcode:			
Telephone Number:			
Email address:			
Father's Full Name:			
Father's Address: (if different from above)			
Mother's Full Name:			
Mother's Address: (if different from above)			

**FOR ARMY PERSONNEL**

Parents Rank:		Regt Number:	
Name:			
Regiment:			
Unit Address:			

