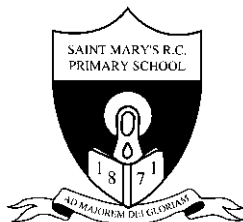


**The Catholic Academy Trust in East Berkshire**  
**SAINT MARY'S CATHOLIC PRIMARY SCHOOL**  
**Diocese of Portsmouth**



**ADMISSIONS POLICY 2016-2017**

The Trustees of The Catholic Academy Trust in East Berkshire approved this Admissions Policy on 10th March 2015 and the policy becomes effective for entry of pupils in 2016-2017.

**1. INTRODUCTION**

St. Mary's Catholic Primary School ("the School") is a school within the Catholic Academy Trust in East Berkshire, in the Catholic Diocese of Portsmouth. There are two Catholic Primary Schools in Maidenhead, St Edmund Campion - serving the parish of St Edmund Campion, and St Mary's which primarily serves the Parish community of St. Joseph's Catholic Church as well as other children from the surrounding area.

First entry admission arrangements are consistent with the co-ordinated admissions scheme operated by the Local Authority and are subject to a maximum infant class size of 30 children. The Admission Number for first entry to the School in 2016-2017 is 45 children. Admission of pupils to the School is the responsibility of the Catholic Academy Trust in East Berkshire, whose trustees have delegated such matters to the Local Governing Body of St Mary's, which is therefore the designated Admissions Authority.

The Local Governing Body will consider in-year (i.e. other than first entry) admissions on a case-by-case basis subject to an occasional place being available in the relevant year group. In year applications should be made directly to the School. Should there be more than one applicant for a place the Governors will give priority to applicants in accordance with the category order listed in Section 4 below.

**2. POLICY**

- 2.1 Should there be more applications than there are places available, the Governors will give priority to all applicants to the Reception Class in 2016-2017 in accordance with the category order listed in Section 4 below.
- 2.2 Where a child's statement of Special Educational Need (SEND or EHC Plan) names the School, the child will be admitted automatically. The admission of children with such statements counts towards the Admission Number for the year of entry.
- 2.3 Children born from 1 September 2011 to 31 August 2012 will normally enter school in September 2016. Parents have the right to defer entry until the start of the term following the child's fifth birthday, or to request part-time attendance until statutory

age. However, if parents of summer born children (1 April 2012 to 31 August 2012) defer entry until September 2017, which is a different school intake year, a new application for admission into Year 1 (or Reception if requested) would need to be made and there can be no guarantee of a place.

- 2.4 The application procedure outlined in Section 5 must be followed in full. In particular, attention is drawn to 5.3 below.

### 3. DEFINITIONS

**Catholic:** baptised in a church which is in communion with the See of Rome or received into the Catholic Church.

**Closing date:** latest date for receipt of applications provided by the Local Authority under its co-ordinated admissions scheme (normally in the January preceding the September intake).

**Distance:** proximity to the school, measured as the straight-line from the address point of the applicant's house to the school's location, as measured by the Local Authority GIS northing and easting computerised system.

**Home address:** a child's usual permanent address, where he or she lives with his or her parents or carers. In cases where parental responsibility is shared, the home address will be where the child lives for most of the time.

**Looked after child:** a child in Local Authority Care or provided with accommodation in accordance with Section 22 of the Children's Act 1989. A previously looked after child who was looked after, but ceased to be so because he/she was adopted or subject to a child arrangements order (Section 8 - Children's Act 1989) or special guardianship order (Section 14 - Children's Act 1989)

**Other Christian churches:** churches which are members of "Churches Together in England". A list of member churches can be found at [www.cte.org.uk](http://www.cte.org.uk)

**Parent:** any person who has parental responsibility or care of the child

**Relevant year:** the academic year from 1 September to 31 August in which a child becomes 5 years of age

**Sibling:** 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 place is sought is living in the same family unit at the same address as that sibling

**The Local Authority:** Royal Borough of Windsor and Maidenhead

**The School:** Saint Mary's Catholic Primary School

### 4. PRIORITY CRITERIA

- 4.1 Applications for admission to the School will be considered in order of priority according to the following categories with **category a)** having the highest priority.

**a) Catholic looked after children and previously looked after children.**

**b) Catholic children with a sibling in the School at the time of admission.**

**c) Other Catholic children.**

**d) Other looked after children and previously looked after children.**

**e) Other children with a sibling in the School at the time of admission.**

**f) Unbaptised children of a Catholic parent.**

**g) Members of other Christian churches.**

**h) All other applicants.** This category includes all children who do not fall within the above categories.

- 4.2 If the School does not have sufficient places for all the children in a particular category, places will be allocated on the basis of distance from the School with children living closer to the School receiving the higher priority. If two children are exactly the same distance from the school, then a final tie breaker will apply. Lots will be drawn independently by the Local Authority to allocate the final available place.
- 4.3 Children may be admitted above the infant class size if they are in the following categories - (i) twins (or multiple births) or (ii) children of service personnel admitted outside the normal admissions round.
- 4.4 A fresh application must be made for children attending St Mary's Pre- School who do not have any increased priority for admission. They are considered only according to the priority categories in 4.1.
- 4.5 Where the School is fully subscribed through the co-ordinated admissions scheme of the Local Authority, the Governors will maintain a waiting list from the National Offer Day in April and for at least one term in the year of admission. Children on the waiting list will be placed in the order of priority shown in 4.1 above. The waiting list will be updated to reflect any relevant change in a child's circumstances which is notified to the School. A child's position on the waiting list may vary according to circumstances Late applications will be considered after all on time applications have been dealt with, and children will be placed on the same waiting list according to the same order of priority.

## **5. APPLICATION PROCEDURE**

- 5.1 To apply for a child's place at the School, parents need to complete a Common Application Form (CAF) and submit it to the Local Authority (not to the School) by the closing date along with all documentation required by the Local Authority. Copies of the CAF can be obtained from the Local Authority or it may be accessed, completed and submitted on line.
- 5.2 The following documentation is required by the School so that the Governors can determine a child's priority according to the categories given in 4.1 above.

**All looked after children and previously looked after children -** Proof of status from the Local Authority.

**Catholic siblings -** Baptismal certificate or evidence of reception into the Catholic Church, and proof of sibling relationship.

**Other Catholic children -** Baptismal certificate or evidence of reception into the Catholic Church.

**.Other siblings -** Proof of sibling relationship.

**Children with a Catholic parent -** Proof of Catholicity of mother or father - baptismal certificate or evidence of reception into the Catholic Church.

**Children of other Christian churches -** Evidence of baptism or, if baptism does not apply, the minister of the relevant denomination should make a declaration confirming that the family are members of that church. The SIF (see 5.4 below) includes a suitable form of declaration.

**5.3 Without the documentation specified in 5.2 above, the child will be placed within “all other applicants” - see category h) in 4.1 above.**

5.4 To assist the Governors in determining a child’s priority, it is helpful if parents can complete a Supplementary Information Form (SIF) and send it to the School (not to the Local Authority). Supporting documentation should be submitted with the SIF. Copies of the SIF can be obtained from the School or from the Local Authority’s website.

5.5 A place at the School may be forfeited if it can be shown that the parents were fraudulent in securing the place, but not in any other circumstances.

5.6 The closing date for applications for admission in the 2016-2017 academic year is 15th January 2016. Notification of admission to the School is scheduled for the National Offer Day for primary school places in April 2016.

## **6. RIGHT OF APPEAL IN THE EVENT OF A DECISION NOT TO OFFER A PLACE**

6.1 Parents have the right to appeal against the decision of the Admissions Authority not to offer a place.

6.2 Information on the Appeal Procedure and an Appeal Form are available upon written request from the Clerk to the Governors of the School. Upon completion, the Appeal Form is to be sent to:

**Chairman of Admissions Committee  
St. Mary’s Catholic Primary School  
Cookham Road  
Maidenhead  
SL6 7EG**

6.3 The School should receive the completed Appeal Form at the latest by the date given in the Local Authority’s Guide to Primary Education 2016-2017.

\*\*\*\*\*