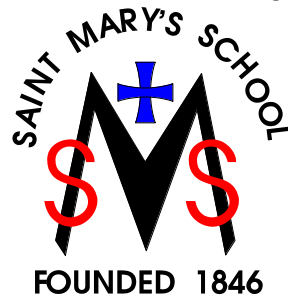


Copy as of September 2009



St Mary's Catholic Primary School Halifax

Policy for the Admission of Pupils

Background

This policy is reviewed annually and was last reviewed by the Governors at their meeting in September 2009.

Rationale

St Mary's Catholic Primary School, like all Catholic Schools, is established in order to provide an environment in which the children of the Catholic community can receive an education that is consciously and explicitly influenced by the beliefs and practices of the Catholic Church. In some cases families who do not belong to the Catholic community wish to benefit from the religious values and attitudes that help to create the educational community which exists within our schools. Our principal duty in the school is to meet the needs of the Catholic community; we will, however, seek to serve the needs of others provided that these do not conflict with, or detract from our philosophy and practice of Catholic education.

The following is the policy as published in St Mary's and Calderdale's Admissions documentation.

Saint Mary's Catholic Primary School, Halifax.

Admissions Policy

St. Mary's Catholic 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.

If the number of preferences received is less than the admissions number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. By applying to St. Mary's Catholic Primary School parents, or carers, are declaring their support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to this school and intends to admit 40 pupils to Reception in the school year that begins in September 2011.

Over-subscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. "Looked After" children from Catholic families.
2. Baptised Catholic children who live in the parishes of:
 - St. Mary & St. Alban's
 - St. Columba's.
3. Other baptised Catholic children.
4. Other "Looked After" children
5. Children of other Christian denominations, or of other Faiths, whose parents or carers confirm that they are in empathy with the aims and ethos of the school, wish them to receive a Catholic education and whose application is supported in writing by a minister of religion or an appropriate religious leader.
6. Children whose parents confirm that they are in empathy with the aims and ethos of St Mary's and wish them to receive a Catholic education.
7. Other children whose parents/guardians wish them to attend St Mary's School and receive a Catholic education.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following terms will be applied:

The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category.

Tie Break

If there is oversubscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to school. Proximity will be determined by straight line measurement as determined by Calderdale Local Authority.

Application Procedures and Timetable

Applications must be submitted on the standard application form known as the **Common Preference Form** and returned with any supporting documentation to the school by the closing date. Parents will be advised of the outcome of their applications on the date specified in the Admissions timetable. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Re-allocation or Waiting Lists

As well as the right of appeal, unsuccessful candidates can apply to be placed on a waiting list. This waiting list will follow the order of the over-subscription criteria set out above. Names are normally taken off after six months.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act and details of this are set out in the *Special Educational Needs Code of Practice*.

Notes (these notes form part of the Over-subscription criteria)

Catholic means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

Catechumens are those children who have given an explicit desire to be baptised into the Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

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).

Parish Boundaries are as shown on a map available for inspection in school.