



**St Mary's Catholic Infant School only**

**Admissions Policy 2022-23  
(Statutory)  
(Annual)**

**Please see Appendix A - Variation to admissions arrangements for September 2022-2023**

**Author: Senior Leadership Team  
Committee: Admissions Committee  
Date Prepared: January 2021  
Date Approved: February 2021  
Date of Review: January 2022**

**Approved by Full Governing Body on Date:**

**Chair of Governors.....  
St Mary's Catholic Federation, Carshalton**

**Safeguarding Statement**

This school takes notice of and adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.

**Lead Safeguarding Person Junior School: Mrs S Hulme**

**Lead Safeguarding Person Nursery & Infant School: Mrs M Quinn**

**Safeguarding Deputies: (Juniors) Mrs H Nicholls, Miss F Sullivan (Infants) Mrs S Hulme & Miss E Bryant**

**Governor designated safeguarding officer: Mr T Richmond**



*"St Mary's is committed to being a Rights Respecting School to inspire and support the children, parents and school governors in school and the wider community."*

# ADMISSION POLICY FOR ST MARY'S CATHOLIC INFANT SCHOOL

## For Admission Year 2022-2023

St Mary's Voluntary Aided Nursery and Infant School is situated in the Archdiocese of Southwark. It was opened to serve the Catholic community, in particular, the children of practising Catholic families living in the parishes of Holy Cross, Carshalton; Our Lady of the Rosary, Sutton; St Margaret's, Carshalton Beeches; and Holy Family, Sutton Green.

Parents/Carers elect to apply for this school in order to ensure that the Catholic values and way of life are passed on to their children at home, in the parish and at school.

The Governors, having consulted with the London Borough of Sutton Education Authority, intend to admit 90 children per year (maximum 30 per class).

Applications will be ranked in the order shown on the Supplementary Information Form in the section of the Priest's reference. Where the number of places available within a parish is oversubscribed, priority will be given in the set criteria below.

### Application for places at this school

Before Governors can consider the allocation of places, the application process has to be complete.

For applications for Reception, parents/carers **must** complete their home local authority's Common Application Form and return it to their home local authority by 15<sup>th</sup> January 2022. This application form will be available from September 2021. If you wish to apply for a place at this school, you **must** list it as one of your preferences on the application form.

1. A St Mary's Catholic Nursery & Infant School Supplementary Information Form must be completed by parents/carers and returned to school by 15<sup>th</sup> January preceding the September intake.
2. Proof of residence, will be checked by the Local Authority for confirmation of home address.
3. Evidence of the child's Baptismal Certificate or reception to the church must be submitted with the Supplementary Information Form, this could be in the form of the baptism certificate or a letter of affirmation from a Catholic priest confirming the baptism has taken place
  - a. In the case where the application is to be considered under Criteria 1, if the child is not a baptised Catholic, a copy of the baptism certificate must be submitted for the adopted parent or parent/carer with a residence or guardianship order for the child.
4. If you are applying on the basis of your faith the application should be supported by a reference from a priest or minister. If you have recently moved into the area or if you have worshipped less than 3 years at your current parish, then we need a reference from your previous Parish Priest or minister. The level of Mass attendance by the family will be used to rank children when offering a place.
5. Completion of a Supplementary Information Form is not mandatory; however, if one is not received with the application, the Governors will rank the application in accordance with the admission criteria based on the information available to them.

### ADMISSION CRITERIA

Governors will allocate places available as follows:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or Special guardianship order.
2. Baptised Catholic children who have a brother or sister in St Mary's Infant or Junior Schools

at the time of application. (*\*see further information, Siblings*)

3. Baptised Catholic children from practising Catholic families, as verified by a reference from their priest where they regularly worship living within the parishes of Holy Cross, Carshalton: Our Lady of the Rosary, Sutton: St Margaret of Scotland, Carshalton Beeches: Holy Family, Sutton Green. Applications will be ranked in the order shown on the Supplementary Form in the section of the Priest's reference. Where the number of places available within a parish is oversubscribed, priority will be given in the following order:
  - a. Regular Attendance - Children whose family attends Mass either every Saturday (evening Vigil Mass) or Sunday.
  - b. Occasional Attendance - Children whose family attends Mass at least either one Saturday (evening Vigil Mass) or Sunday every month.
  - c. Irregular Attendance - Children whose family attends Mass less than once a month.
    - i. When criteria 3 is oversubscribed by applicants, remaining places will be allocated to baptised children equated to the size of the parish using percentages. This ensures that children living in a parish where there is no school will have an equal chance of gaining a place. These percentages are calculated using Mass statistics collected in a census by each parish which are submitted to the diocese annually. These statistics are published in the Archdiocese of Southwark Catholic Directory.
    - ii. Where there are insufficient applicants within a parish, remaining places will be split between the other parishes on an equal basis in the order of parish size, starting with the largest.
4. Baptised Catholic children from practising Catholic families who do not live within the four parishes of Holy Cross, Carshalton: Holy Family, Sutton: St Margaret of Scotland, Carshalton Beeches: Our Lady of the Rosary, Sutton. Applications will be ranked in the order shown on the Supplementary Form in the section of the Priest's reference. Highest priority to those who attend Mass either every Saturday (evening Vigil Mass) or Sunday, Where criterion 4 is oversubscribed, priority will be given in the following order:
  - a. Regular Attendance - Children whose family attends Mass either every Saturday (evening Vigil Mass) or Sunday.
  - b. Occasional Attendance - Children whose family attends Mass at least either one Saturday (evening Vigil Mass) or Sunday every month.
  - c. Irregular Attendance - Children whose family attends Mass less than once a month.
5. Baptised Catholic children whose parents may not be practising at the time of application.
6. Other looked after children or previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
7. Children are enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
8. Other children who have a brother or sister at St Mary's Infant or Junior schools at the time of application. (*\*see further information, Siblings*)
9. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
10. Children who are members of other Christian denominations, that are part of Church Together in England. (including Catholic Churches not in Union with the See of Rome). Evidence of membership of the church verified by a minister will be required.
11. Children of other faiths. Evidence of membership of the faith should be provided by a priest/ minister/faith leader.
12. Any other children.

### **Tie-breaks**

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- a) Medical or Social grounds which make the school particularly suitable for the Catholic child in question. Catholic refugees, asylum seekers and other migrants will also be considered under this category. These would require verification by an appropriate authority such as a medical practitioner or social worker.

- b) Distance from home to school. All distances will be measured in a straight line by the London Borough of Sutton computerised Geographical Information System from the School entrance. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

## **FURTHER INFORMATION**

**Catholic\*** In the context of school admissions Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Catholic Churches in union with Rome and children of members of the Ordinariate.

Churches in Communion with the See of Rome

ALEXANDRIAN:	Coptic Ethiopian
ATIOCH:	Malankrese, Maronite, Syrian
ARMENIAN CONSTANTINOPLE:	Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian Ruthenian, Slovakian Ukranian, Hungarian
CHALDEAN:	Malabar

Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches are **not** in communion with the See of Rome.

### **Personal Ordinariate**

Baptised children of parents who are members of the ordinariate established under The Apostolic Constitution *Anglicanorum Coetibus* of 4<sup>th</sup> November 2009, are to be given equal preference to that offer to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

**Sibling\*** Sibling is defined as a natural brother or sister, half brother or sister living at the same address, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and in every case who is living as part of the family unit at the same address, Monday to Friday. If the applicant will have a sibling at the school in September 2022, it is important that you include the sibling's details in Part 1 of the Supplementary Information Form.

### **Other factors**

1. The maximum class size is 30 pupils.
2. Parents/carers can request that their child attends part-time until they reach compulsory school age. Paragraph 2.16 of the new School Admissions Code.
3. The Governors will provide for the admission of all children in the September following their fourth birthday. Parents/carers of children who are not yet of compulsory school age can defer their child's entry until later in the school year, but not beyond the date that the child reaches statutory school age. Paragraph 2.16 of the new School Admissions Code.

**NB. A place in the Nursery does not guarantee a place in the main school.**

### **Home Address Clarification**

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence by the closing date. If there is a genuine equal share custody arrangement between the two parents, home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent/carer who is in receipt of child benefit. All distances will be measured in a **straight line** by the London Borough of Sutton computerised Geographical Information System. Any offer of

a place under this criterion is conditional on the child being resident at the address provided, at the closing date for application. The address to be used for waiting lists, after the initial allocation will be the child's current address. A copy of the parish boundaries can be found on our website.

The address to be used for the initial allocation of places in Reception will be the child's address at the closing date of application. Changes of address at the closing date of application. Changes of address up to 18<sup>th</sup> February 2022 may be considered if there are exceptional reasons behind the change, such as the family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents/carers have a responsibility to notify the school and the Local Authority of any change of address.

### **Mid Term Admissions**

Parents/carers must complete the application form for their home Local Authority. In order to be considered fully for the school, parents/carers should also complete the school Supplementary Information Form which should be accompanied by the Baptismal Certificate or reception to the church. If a vacancy arises, applicants will be considered in accordance with the school's Admissions criteria. Any offer of a place will be sent by the school to which the application is made.

### **Waiting List**

The Governors will automatically place the names of all unsuccessful applicants and late applications on to a waiting list. However, this does not prevent unsuccessful applicants the right of appeal. The waiting list is based on the oversubscription criteria and not on the length of time on the waiting list. Waiting lists for Reception will be managed in accordance with Sutton's coordinated scheme and will be maintained until the last day of the Autumn term. The school will write to everyone on the waiting list before the end Autumn term and parents/carers wishing to remain on the list must inform the school by 31<sup>st</sup> December 2022 stating their wish and providing their child's name, date of birth and name of current school. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

Parents/carers who are seeking a place for their child outside of their normal age group, e.g., the child has experienced problems such as ill health or the parents/carers of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they be admitted out of their normal age group - to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent/carer's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental/carer request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **PROCEDURES**

**PLEASE NOTE** children who attend St Mary's Nursery and Infant Schools do not have automatic right to a place in St Mary's Junior School. A separate application must be made for a Junior School place.

### **Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for a relevant year group and ahead of any waiting list.

### **Pupils with an Education, Health and Care Plan (EHCP)**

Baptised Catholic Children with an Education Health Care Plan (EHCP) that names the school will be considered for a place before other applicants are considered. In this way, the number of places to be offered, as set out in the Section above, will be reduced by the number of children with an EHCP that has named the school.

The admissions of pupils with an EHCP are dealt with as per the procedure set out in the SEND Code of Practice.

## **APPEALS**

Appeals deadline to lodge an appeal: 4th June 2022

*Parents/carers whose applications for places at the infant school are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.*

*Infant classes are restricted by the legislation to 30 children. Parents/carers should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that: -*

- a) the admission of additional children would not breach the infant class size limit; or*
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or*
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.*

*Statutory appeals cannot be made against the Governors decision not to offer a place at the nursery*

**Date of review: January 2022**

## Appendix A

### Variation to admissions arrangements for September 2022-2023

The governing body of St. Mary's Catholic Federation, Carshalton has adopted a statement on Catholic practice. Set out below is a copy of the statement that has been placed on the 2022-2023 admissions page on our website. This statement has also been communicated by email to (a) Sutton local authority; (b) all local primary schools where the admission authority is not Sutton local authority. The statement will also be included in correspondence and presentations with parents and carers.

#### **Statement:**

Admissions Clarification (Covid-19)

St. Mary's Catholic Federation, Carshalton Admission Arrangements 2022-2023

Parents and carers applying for places in Years Nursery to 6 in the academic year 2022-2022 are asked to note the following statement in relation to the Mass Attendance oversubscription criterion set out in St. Mary's Catholic Federation, Carshalton's admission arrangements:

On the advice of the Education Commission of the Archdiocese of Southwark, the governing body of St. Mary's Catholic Federation, Carshalton has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted while churches are closed or attendance at church is not possible due to Covid-19. This statement has been shared widely with parishes by the Education Commission in order to ensure that determinations made by parish priests concerning regular practice of the faith are being made on a consistent basis.

The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by the Bishops' Conference of England and Wales. If a parent or carer attended Mass at a particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) with the same frequency since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops.

**Mr B Tomkins**  
**Chair of Governors,**  
**September 2020**

End of Policy