



St. Mary's  
Catholic Federation

*Learning, playing and growing together in the love of Jesus*

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

**Admissions Policy 2024 - 2025  
(Statutory)  
(Annual)**

**Author: Senior Leadership Team  
Committee: Admissions Committee  
Date Prepared: January 2023  
Date Approved: February 2023  
Date of Review: January 2024**

**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 M Kenny**

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

**Safeguarding Deputies: (Juniors) Mrs S Hulme, Mrs F Black & Mr S Pratsis (Infants) Mrs S Hulme & Mrs E Heat h**

**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 2024 - 2025

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. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school

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.

### Admissions:

The Governors, having consulted with the London Borough of Sutton Education Authority, intend to admit 90 children per year (maximum 30 per class), which includes pupils with an Education Health and Care Plan.

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.

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

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC Plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC Plan naming the school will be admitted without reference to the 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 2024. This application form will be available from September 2023. 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. 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. 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, a letter of affirmation from a Catholic priest confirming the baptism has taken place or the priest can confirm the child is baptised on the supplementary form
  - 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. 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, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted or who have been adopted or who have become the subject of a residence or Special guardianship order. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted
2. Baptised Catholic children or children enrolled in the catechumenate 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 or children enrolled in the catechumenate 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.

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 or children enrolled in the catechumenate 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. 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 including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
  6. Baptised Catholic children or children enrolled in the catechumenate whose parents may not be practising at the time of application.
  7. 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***)
  8. Children who are members of Eastern Orthodox Churches, reference supported by their religious leader. Evidence of Baptism will be required.

9. 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.
10. Children of other faiths. Evidence of membership of the faith should be provided by a priest/ minister/faith leader.
11. 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) Where there are medical, pastoral or social reasons why the Candidate should be admitted to the School and not to any other school for which the Candidate may be eligible. Supporting written evidence from a professional - for example a doctor, priest, social worker or educational welfare officer (place not this list is not exhaustive) must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation and it will be entitled to rely entirely on the material supplied by the Applicant.
- b) Children of teacher / support staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- c) 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 2023, 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 attend 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. Confirmation of the parish boundaries can be obtained by the School Admissions Officer.

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 up to 18<sup>th</sup> February 2024 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.

### **Late Applications:**

Any late application will be considered by the Governor's Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **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 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.

### **Change of Details/False or Misleading Information**

The Governing Body reserves the right not to offer a place and, where false or fraudulent information is given or communication, to withdraw the place if the candidate has already started at the school.

### **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.

### **Admission of children outside their normal age group:**

Parents 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 of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is 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'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 children should be admitted to, the governors will set out clearly the reasons for their decision.

There the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, that 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 admission round, (unless the parental 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 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 is it not in their preferred age group.

## **APPEALS**

Appeals deadline to lodge an appeal: 4th June 2024

*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 2024**

# Reception Supplementary Information Form 2024 - 2025



N.B. All applications must be completed by 15<sup>th</sup> January preceding entry in September.

## PART 1 (to be completed by all parents/carers)

Surname of child:		Christian/Forenames of child:			
Address:			Post Code:		
Date of Birth:		Date and place of Baptism:			
Child's Religion/Denomination:			Boy:		Girl:
Parent/Carer's Name:		Parent/Carer's Name:			
Parent/Carer's Religion:		Parent/Carer's Religion:			
Relationship to child:		Relationship to child:			
Contact Number(s):		Contact Number(s):			
Email Address:		Email Address:			

**Will you have a SIBLING attending either St. Mary's Infant and Junior Schools at the time of admittance? \*\* Siblings in Nursery at the time of application to start school will not qualify.**

Sibling Name:		Sibling Current Year and Class:	
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If Catholic indicate how often you attend Mass? (Please tick):

(a) Regular Attendance - Every Saturday evening Vigil or Sunday Mass	(b) Occasional Attendance - At least either one Saturday evening Vigil or Sunday Mass	(c) Irregular Attendance - Less than once per month.
Parish you live in (e.g. Holy Cross, Carshalton)		
Usual place of worship (if different):		
How long have you worshipped there?		Years
(If less than 3 years, please provide a reference from your previous Parish Priest / Minister)		

**Please add here any information you may feel is relevant to this application in relations to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest. (Continue on a separate sheet if necessary).**

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**I confirm that the information we have given on this form is accurate and truthful:**

Signed:		Date:	
	(Parent/Carer)		

You will receive the outcome of your application on the National Offer Day - 16<sup>th</sup> April 2024 or the next working day

**Part 2 (To be completed by Catholic Priests only)**

Please tick		I am satisfied that the child is a baptised Roman Catholic or a baptised member of a Church that is in full communion with Rome.	
If no, are the parents/child enrolled in a RCIA/RCIC program?		Yes	No

**A. Please tick one of the following statements you feel most suitably describes the public religious practice of this family. (It is accepted that one parent may not be Catholic)**

<u>PARENT / CARER</u>				<u>CHILD</u>			
Are the parents known to you?	Yes	No		Is the child known to you?	Yes	No	
(a) Regular Attendance - (either every Saturday evening Vigil Mass or Sunday)				(a) Regular Attendance - (either every Saturday evening Vigil Mass or Sunday)			
(b) Occasional Attendance - (At least either one Saturday evening Vigil or Sunday Mass every month)				(b) Occasional Attendance - (At least either one Saturday evening Vigil or Sunday Mass every month)			
(c) Irregular Attendance - Less than once per month				(c) Irregular Attendance - Less than once per month			
<p><b>B. If you consider there are valid reasons for the Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state below.</b></p>							

<b>Priest's Name:</b>		<b>Parish stamp or seal:</b>
<b>Parish (or ethnic Chaplaincy):</b>		
<b>Tel:</b>		
<b>Address:</b>		
<b>Priest's signature:</b>		
<b>Date:</b>		

**PART 3 (to be completed only by ministers of other denominations or faiths)**

<p><b>Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent asking them to complete the section below and return it as soon as possible to the St. Mary's Catholic Federation, Carshalton.</b></p>			
I confirm that this family are members of our faith community		The family is not known to me	
Name of Minister:		Denomination/faith:	
Parish of faith community:			
Address:		Tel:	
Signed:		Date:	

**Please return to school by 15<sup>th</sup> January preceding entry in September**

# Mid-Term Supplementary Information Form 2024 - 2025



St. Mary's  
Catholic Federation

Please tick which year group you are applying for:

Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

### PART 1 (to be completed by all parents and carers)

Surname of child:		Christian/Forenames of child:					
Address:					Post Code:		
Date of Birth:			Date and place of Baptism:				
Child's Religion/Denomination:					Boy:		Girl:
Parent/Carer's Name:				Parent/Carer's Name:			
Parent/Carer's Religion:				Parent/Carer's Religion:			
Relationship to child:				Relationship to child:			
Contact Number(s):				Contact Number(s):			
Email Address:				Email Address:			

**Will you have a SIBLING attending either St. Mary's Infant and Junior Schools at the time of admittance? \*\* Siblings in Nursery at the time of application to start school will not qualify.**

Sibling Name:		Sibling Current Year and Class:	
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**If Catholic indicate how often you attend Mass? (Please tick):**

(d) Regular Attendance - Every Saturday evening Vigil or Sunday Mass	(e) Occasional Attendance - At least either one Saturday evening Vigil or Sunday Mass	(f) Irregular Attendance - Less than once per month.
Parish you live in (e.g. Holy Cross, Carshalton)		
Usual place of worship (if different):		
How long have you worshipped there?      Years		
(If less than 3 years, please provide a reference from your previous Parish Priest / Minister)		

**Please add here any information you may feel is relevant to this application in relations to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest. (Continue on a separate sheet if necessary).**

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**I confirm that the information we have given on this form is accurate and truthful:**

Signed:	Date:
(Parent/Carer)	

**Part 2 (To be completed by Catholic Priests only)**

Please tick		I am satisfied that the child is a baptised Roman Catholic or a baptised member of a Church that is in full communion with Rome.	
If no, are the parents/child enrolled in a RCIA/RCIC program?		Yes	No

**C. Please tick one of the following statements you feel most suitably describes the public religious practice of this family. (It is accepted that one parent may not be Catholic)**

<u>PARENT / CARER</u>			<u>CHILD</u>		
Are the parents known to you?	Yes	No	Is the child known to you?	Yes	No
(b) Regular Attendance - (either every Saturday evening Vigil Mass or Sunday)			(a) Regular Attendance - (either every Saturday evening Vigil Mass or Sunday)		
(b) Occasional Attendance - (At least either one Saturday evening Vigil or Sunday Mass every month)			(b) Occasional Attendance - (At least either one Saturday evening Vigil or Sunday Mass every month)		
(c) Irregular Attendance - Less than once per month			(c) Irregular Attendance - Less than once per month		

**D. If you consider there are valid reasons for the Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state below.**

<b>Priest's Name:</b>		<b>Parish stamp or seal:</b>
<b>Parish (or ethnic Chaplaincy):</b>		
<b>Tel:</b>		
<b>Address:</b>		
<b>Priest's signature:</b>		
<b>Date:</b>		

**PART 3 (to be completed only by ministers of other denominations or faiths)**

<b>Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent asking them to complete the section below and return it as soon as possible to the St. Mary's Catholic Federation, Carshalton.</b>			
I confirm that this family are members of our faith community		The family is not known to me	
<b>Name of Minister:</b>		<b>Denomination/faith:</b>	
<b>Parish of faith community:</b>			
<b>Address:</b>		<b>Tel:</b>	
<b>Signed:</b>		<b>Date:</b>	

**Please return to the School Office  
End of Policy**