



## St Mary's Catholic Junior School



*"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."*

### Admissions Policy 2019/20 (Statutory) (Annual)

**Author:** Shirley Hulme  
**Committee:** Admissions Committee  
**Date Prepared:** February 2018  
**Date Approved:** 14<sup>th</sup> February 2018  
**Date of Review:** February 2019

**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 G Owens

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

**Safeguarding Deputy:** Mrs S Hulme, Mrs H Nicholls

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

# **ADMISSION POLICY FOR ST MARY'S CATHOLIC JUNIOR SCHOOL**

## **For Admission Year 2019/2020**

St Mary's is a Voluntary Aided Junior School 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.

A substantial amount of funding for the upkeep of the school is donated by regular churchgoers in these parishes through their regular weekly contributions at Mass. The Catholic community support the school because they value a distinctive Catholic Education for their children. For the remainder of this policy, the word Catholic refers to those baptised or formally accepted into the Catholic faith as defined in the section Further Information.

Parents 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.

### **Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP)**

Baptised Catholic Children with a Statement of Special Educational Needs or 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 a statement that has named the school. The admissions of pupils with a Statement of Special Educational Needs or with an EHCP are dealt with by a completely separate procedure as set out in the SEND code of practice.

The Governors, having consulted with the London Borough of Sutton Education Authority, intend to admit 90 children per year. This includes children who have Statements of Special Educational Needs of an EHCP which name the school; those children will be admitted if their needs can be accommodated, and the number of places available will reduce accordingly.

### **Application for places at this school**

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

Parents **must** complete their home local authority's Common Application Form and return it to their home local authority by 15<sup>th</sup> January 2019. This application form will be available from September 2018. 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 Junior School Supplementary Application Form should also be completed by parents and returned to school by 15<sup>th</sup> January preceeding the September intake.
2. Proof of residence, e.g a copy of a utility bill or council tax statement from within the last 3 months.
3. A copy of the child's Baptismal Certificate must be submitted with the Supplementary Application Form. A copy of your child's shorter Birth Certificate must be submitted by successful applicants after offers are made.
  - 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 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 Priest or Minister reference. If you have recently moved into the area, then we need a reference from your previous Parish Priest/ Minister. The level of Mass attendance by the family will be used to rank children when offering a place.
5. Completion of a Supplementary Application 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 as follows:

1. Looked after Catholic children or looked after children in the care of practicing Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children of committed Catholic parents, as verified by a reference from their Parish Priest where they regularly worship, who currently attend St Mary's Infant School.
3. Baptised Catholic children who have a brother or sister in St Mary's Infant or Junior Schools at the time of admission, (*\*see further information, Siblings*)
4. Baptised Catholic children from practicing 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.
  - a- Highest priority to those who attend Mass either every Saturday (evening Vigil Mass) or Sunday
  - b- Secondly to those who attend Mass at least one Saturday (evening Vigil Mass) or Sunday a month,  
Thirdly to those who attend Mass less than once a month.
5. Baptised Catholic children from practicing Catholic families, who do not live within the four 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.  
Maps are available from the school office
  - a. Highest priority to those who attend Mass either every Saturday (evening Vigil Mass) or Sunday,

- b. Secondly to those who attend Mass at least on Saturday (evening Vigil Mass) or Sunday a month,
  - c. Thirdly to those who attend Saturday (evening Vigil Mass) or Sunday less than once a month
6. Baptised Catholic children, whose parents may not be practising at the time of application.
  7. 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
  8. Other children who have a brother or sister at St Mary's Infant or Junior schools at the time of admission. (*\*see further information, Siblings*)
  9. Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.
  10. Children who are members of other Christian denominations. 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 and asylum seekers 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 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, Bulgarian Orthodox, Romanian Orthodox, Russian Orthodox and Jacobite Syrian Church 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 November 4<sup>th</sup> 2009 are to be given equal preference to that offered 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 full 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.\*\* Siblings in St Mary's Nursery School or Year 6 in St Mary's Junior school at the time of application to start school will not qualify.

### 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, the address that will be used will be the address of the parent who is closest to the school as described in section b of Tie Breaks. 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.

Maps showing the parish boundaries are available from the School Office.

The address to be used for the initial allocation of places in the Junior School will be the child's address at the closing date of application. Changes of address up to 18<sup>th</sup> February 2018 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. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and the Local Authority of any change of address.

### Mid -Term Admissions

Parents must complete the application form for their home Local Authority. In order to be considered fully for the school, parents should also complete the school Supplementary Form which should be accompanied by the Baptismal Certificate. If a vacancy arises, applicants will be considered in accordance with the school's Admission Criteria. Any offer of a place will be sent by the school to which the application is made. The shorter birth certificate will be requested after an offer has been 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 the Junior School 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 of the Autumn term and parents wishing to remain on the list must inform the school by 31<sup>st</sup> December 2018 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.

### **PROCEDURES**

**PLEASE NOTE** children who attend St Mary's Nursery and Infants' 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. Application forms for a place at St Mary's Junior School will be sent out during the Autumn term of their last year in the Infant School.

Applicants for admission to St Mary's Junior School who do not attend St Mary's Infants' School may apply by downloading the Supplementary Application form from the school website or by contacting the Junior School office.

All applications for the September intake will be considered during the previous March and applications must be made by **15<sup>th</sup> January** in the year of admission.

#### **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

#### **APPEALS**

*Parents whose applications for places 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.*

**Date of review: February 2018**