

ADMISSION POLICY FOR ST MARY'S CATHOLIC JUNIOR SCHOOL

For Admission Year 2016/2017

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.

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

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 15th January 2016. This application form will be available from September 2015. 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 15th 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.
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:

Children with a Statement of Special Educational Needs or an Education Health Care Plan (EHP) 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.

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 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 Infants' School.
3. Baptised Catholic children who have a brother or sister in St Mary's Infants' 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.
 - Highest priority to those who attend Mass either every Saturday (evening Vigil Mass) or Sunday,
 - secondly to those who attend Mass at least once or twice a month,
 - thirdly to those who attend on occasions.
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

 - Highest priority to those who attend Mass either every Saturday (evening Vigil Mass) or Sunday,
 - secondly to those who attend Mass at least once or twice a month,
 - thirdly to those who attend on occasions and finally those who do not attend Mass.
6. Baptised Catholic children whose parents may not be practising at the time of admission.
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 Infants' or Junior schools at the time of admission. (**see further information, Siblings*)
9. Children who are members of other Christian denominations, (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) Medical or Social grounds which make the school particularly suitable for the 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.

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 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 Breas. 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 **18th February 2015** 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 Autumn term and parents wishing to remain on the list must inform the school by 31st December 2015 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 Infants' School.

Applicants for admission to St Mary's Junior School who do not attend St Mary's Infants' School may apply 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 **15th January** in the year of admission.

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 2015