



St. Mary's RC Primary School, Clive Road, Failsworth, Manchester. M35 0NW

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*"Called to love as God loves"*

## **ST MARY'S RC PRIMARY SCHOOL** **GOVERNORS' ADMISSION POLICY** **2021/22**

St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Oldham Local Authority as a voluntary aided primary school. The School's Governing Body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2021/22 the Governing Body's planned admission number is 60.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'

Applications for a place in reception at September 2021 must be made online at [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)

Parents must also complete the school's Supplementary Information Form (SIF).  
This must be obtained from the school and returned to the school by the same date.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission resident within the boundaries of St Mary's parish.
3. Baptised Roman Catholic children resident within the boundaries of St Mary's parish.
4. Other baptised Roman Catholic children, resident in another parish, who will have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic children resident in another parish.
6. Exceptional Needs.
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.

## PRIMARY NOTES

- a) The Governing Body is the Admissions authority. The Admissions Committee is comprised of the following Governors: Chair of Governors, Parish Priest and Head teacher.
- b) The Local Authority will no longer send out booklets and will not be asking parents to register an interest.  
The Primary information booklet is available to view on the Oldham Council website.
- c) Parents must complete a common application form and express their preferences for primary school admission. A Supplementary Information Form, which can only be obtained from the school office, should be completed also. The closing date for all applicants is published on the Oldham applications website and is usually early January. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the offer mid April 2021.
- e) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f) Parents should check carefully whether they are resident within the boundaries of St Mary's. Maps illustrating parish boundaries are available in the school office.
- g) All applicants resident within the boundaries of St Mary's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- h) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- i) Exceptional Needs - Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- j) Special Needs - As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.
- k) Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- l) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- m) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.

n) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.

o) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

p) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

q) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties. The outcome of the appeal is binding on the parents and on the governing body.

r) Twins/Triplets etc - In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place above the Published Admission Number.

s) Usually, children at St Mary's RC Primary School are admitted in the September following their 4th birthday - over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.

t) In Year / Non Routine Admissions - It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority's Common Application Form, stating your preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your preferences equally, in liaison with other admissions authorities. The offer of a place can only be made by the Local Authority.

u) Any parent who is considering deferring or delaying entry to primary and infant school reception classes should refer to Oldham LA's policy available on the Oldham Council website ([www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions))

If you wish to visit the school before stating your preferences, please contact us.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

# Catholic Federation of Oldham Schools Supplementary Application Form

You will be asked to provide copies of baptism certificates and birth certificates.



Surname of child			
Forenames of child			
Date of birth			
Gender			
Address of child <i>(Please note proof may be required)</i>			
Postcode			
Parent(s) Name(s)			
Email address			
Mobile telephone number			
Landline telephone number			
School(s) Applying for			
Which Catholic Parish do you live in?			
Religion			
Are you able to produce a baptism certificate?	Catholic Baptism Certificate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Christian Baptism Certificate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Year group applying for and/or date of entry to Reception/Nursery class?			
Is your child Looked After or Previously Looked After?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child have a statement of Special Educational Needs (SEN) or an Education Health and Care Plan (ECHP)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child have an exceptional social, medical, educational or religious need which can be best met only at the school(s) that you are applying to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child have a sibling in the school at the time of admission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name of sibling(s):			

**Please ensure the form is returned to the Catholic school(s) to which you are applying.**

**You will still need to complete the Oldham Council Online Application Form.**

For applicants for Reception Class, please ensure the form is returned to school before the Oldham LA admissions deadline date.

For oversubscription criteria, please refer to the Admission Policy on the school website.

CFOS Schools are GDPR compliant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_