

# ST. MARY AND ST. JOHN'S PRIMARY SCHOOL ADMISSIONS POLICY AND ARRANGEMENTS

**2015-2016**

St. Mary and St. John is a Catholic Primary School situated in the Archdiocese of Liverpool and is maintained by Wigan Local Authority.

The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school.

It is guided in that responsibility by:

- the requirements of the law
- the advice of the Archdiocesan Trustees on the nature and purpose of its duties
- its duty towards the school and the Catholic community it serves
- the Catholic character of the school and its Mission Statement
- recognition of the Parish boundary

Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 30 pupils for the school year commencing September 2015.

Our principal role as a Roman Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children to develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school asks 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.

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority.

Parents may wish to know that for September 2013 the school had 104 applications under the equal preferences procedure and offered places to 30 pupils.

**ST. MARY AND ST. JOHN CATHOLIC PRIMARY SCHOOL**  
**ADMISSIONS CRITERIA**  
**2015/2016**

**Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria below:**

**Children with a statement of special educational needs that names the school will be offered a place without reference to the admission criteria.**

1. Baptised Roman Catholic looked after children and previously looked after children.
2. Baptised Roman Catholic children living in the designated Parish(es) of St. Mary and St. John, Wigan
3. Baptised Roman Catholic children who have a sibling in the school at the time of admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters of children of the parent/carer' partner, and in every case who are living at the same address and are part of the same family unit.
4. Baptised Roman Catholic children living in other Catholic parishes.
5. Looked after Children and previously Looked after Children other than Catholic.
6. Children who are other than Catholic and have a sibling in the school at the time of admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters of children of the parent/carer' partner, and in every case who are living at the same address and are part of the same family unit.
7. Children from other Christian denominations. Proof of Baptism in form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

**TIE-BREAKER**

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line distance from the address of the house/flat to the main front door of the school as measured by the Local Authority using a Geographical Information System (GIS) which is based on Ordnance Survey Maps. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

**Notes**

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203).

Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics".

A Certificate of Baptism or Reception is to include:

full name, date of birth, date of baptism or reception and parent(s) name(s).

The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

2. A Looked After child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. Applications for previously looked children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.

3. It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations on class size at Key

Stage One for twins, siblings in the same year group and children from multiple births where one is the 30<sup>th</sup> child admitted.

4. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence.

5. Where a child lives with parents with shared responsibility, each for a part of a week, the child's 'permanent place of residence' will be determined as the address of the parent who ordinarily has responsibility for the majority of school days in a week.

4. Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

For applications, received after the closing date and before the date of offer of places,

- the application will be classed as late
- it will only be considered after applications received on time
- the offer of a place will be decided by applying the oversubscription admissions criteria

For applications received after the offer date but before the start of the school year:

- applications will be considered as they are received
- the offer of a place will be decided by applying the oversubscription admissions criteria

## **ADMISSION ARRANGEMENTS 2015/2016**

1. All applications will be considered at the same time and after the closing date of 15<sup>th</sup> January 2014, agreed by the Admissions Committee.
2. Parents will be informed, by letter, of the decision of the Admissions Committee no later than 16<sup>th</sup> April 2014. If their application has been successful they are required to confirm acceptance of the offer of a place by 9<sup>th</sup> May 2014.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made. If the Governing body has turned down an application for admission, parents can appeal to an Independent appeal Panel. Parents must be allowed at least twenty school days from the date of notification that the application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; parents will be informed of their child's position on the waiting list, which will not be operated for longer than the end of the Autumn term.
5. Legally your child does not have to start school until the start of the term after their fifth birthday. If you apply for and are offered an earlier starting date which you wish to defer you must advise the School and the Local Authority by the start of the autumn term 2014. You cannot defer entry beyond the beginning of the term after your child's fifth birthday nor beyond the academic year for which the application was made (start of the summer term 2015). If you want your child to start at a later date you will have to make a fresh application and we cannot guarantee that a place will be available.
6. The in-year applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

**PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM. PARENTS APPLYING ON LINE OR FROM ANOTHER LOCAL AUTHORITY AREA WILL NEED TO COMPLETE THE SCHOOL'S SUPPLEMENTARY FORM SO THAT THE GOVERNING BODY HAVE THE CORRECT FAITH INFORMATION. THE SUPPLEMENTARY FORM IS AVAILABLE FROM THE SCHOOL OR FROM THE LOCAL AUTHORITY WEBSITE (SEE THE LOCAL AUTHORITY ADMISSIONS' BOOKLET)**

**IT SHOULD BE NOTED THAT AN OFFER OF A PLACE WILL BE WITHDRAWN IF IT IS DISCOVERED THAT FALSE INFORMATION HAS BEEN GIVEN E.G. INCORRECT ADDRESS, SIBLING CONNECTIONS, INCORRECT EVIDENCE ABOUT RELIGIOUS STATUS**



**ARCHDIOCESE OF LIVERPOOL  
SUPPLEMENTARY FAITH REQUEST FORM  
ST MARY AND ST. JOHN CATHOLIC PRIMARY SCHOOL**

**A copy of this form should be completed by the parent/guardian for EACH Catholic school applied to and RETURNED TO THE INDIVIDUAL SCHOOL**

Name of school applied for: \_\_\_\_\_

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

1. Is the child a baptised Catholic? Yes  No

2. If yes, please state parish of baptism and date  
\_\_\_\_\_

3. In which parish do you now live? (*see Note 1*)  
\_\_\_\_\_

4. If your child is not a baptised Catholic, please state to which denomination or faith, if any, your child belongs (*see Note 2*)  
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**Notes**

**1. Evidence of Baptism – Catholic**

If you are applying for a Catholic primary school and your child was baptised in the parish served by the school then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a baptismal certificate or the completion of the statement below will normally be required to confirm your child is a baptised Catholic.

**2. Evidence of Faith Group membership**

a) If you are applying for a Catholic school and want to be considered under the relevant criterion as an other than Catholic Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate **or** confirmation in writing by completing the statement below to show that your child is a member of a faith community by an appropriate Minister of Religion is required.

b) If you belong to a faith other than the Christian faith, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement below that your child is a member of their faith group.

**Minister of Religion/Faith Leader**

Minister/Leader (Print name):

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Address:

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Position held:

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Signed and dated:

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