

**St Mary's RC Primary
School**

In Year Admissions Policy 2024/25

**St Mary's RC Primary School
Approved by: Full Governing Board
On: 28th February 2023**

Reviewed annually

IN YEAR ADMISSION POLICY 2024

St. Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bolton Local Authority as a Voluntary Aided School, designated as a school with a religious character. The school's Governing Board is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The parents' role is to lead their child's development in the Catholic faith and the school's mission is to support parents and the parish in doing this. Parents should participate in faith related development such as the sacramental programme led by the Diocese and Parish Priest. This is supported by the school.

The school's mission statement is:

'We care, we pray, we work, we play in Jesus' way...'

The school values are that Christ is at the centre of all we do and say. Our vision is to inspire, create excitement and achieve excellence for all our pupils in all activities. Our goal is to develop the full human potential of each unique individual in an environment where the Gospel values of love, peace, truth and justice are demonstrated. St Mary's School role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, 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 prepare to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its fundamental importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Application can be made by contacting either the school (tel. 333625) or Bolton Council, Pupil & Student Services (tel.332092) or online at www.bolton.gov.uk. The school will then be notified by the Local Authority of all applicants within a specific academic year.

Parents are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted. No children are admitted until personal contact has been made. Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

- Children who are not offered a reception place for the September intake at their preferred school, will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the school's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move up and down the waiting list.

- After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

For in-year admissions, waiting lists will be held for one term:

Term 1: 1 September to 31 December

Term 2: 1 January to 12 April

Term 3: 13 April – 31 August

Parents will need to request for their child to be placed on an in-year waiting list. Should any places become available they will be allocated in accordance with the school's published admission criteria. After a waiting list ends on 1 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

Once a place has been offered by the LA parents are provided with any relevant paperwork and asked to complete a personal information sheet for their child prior to admission. Children are usually admitted on a Monday morning, or on the first day of a new term. Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to their new school is a smooth one.

As soon as the child starts school the Business Manager requests a CTF (common transfer file) from the previous school which contains all the relevant information about the child. This is imported into the school database (SIMS).

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 order where there are more applications for admissions than the school has places available.

The Governors will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named. The remaining places will be allocated using the criteria shown below:

1. Looked after children, previously looked after children and international arrivals previously looked after children (IAPLAC). (A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

The 2021 School Admissions Code (the Code) requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC".

2. Baptised Roman Catholic children who will have a sibling* attending the school at the time of admission and are resident in the parish of St. Mary's.
3. Other baptised Roman Catholic children who are resident in the parish of St. Mary's.
4. Other baptised Roman Catholic children who have a sibling* attending the school at the time of admission not resident in the parish.
5. Other baptised Roman Catholic children.
6. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school.
7. Other children who have a sibling attending the school at the time of admission.
8. Other children.

NOTES

1. Sibling* - Priority will be given to children who will have older siblings in years Reception to 6 at St. Mary's School at the date of admission. The Governors accept that in some family units (1 or 2 adults and children) the children may not be natural brothers and/or sisters. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling, provided proof is available to demonstrate that the children

are permanently resident at the same address and part of the same family unit. Note that baptised Catholic applicants with a sibling link are allocated to a higher category and take priority.

2. All applicants will be considered at the same time and after the closing date for admissions, which is set by the Local Authority annually.
3. Each Roman Catholic applicant will be required to produce a baptismal certificate after the closing date, when requested to do so by the school.
4. Parents should check carefully whether they are resident within the parish boundary of St. Mary's. A map illustrating the parish boundary is attached and can be made available at the school.
5. It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot normally operate classes in Key Stage One of more than 30 children. The Governing Board can exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted.
6. When applications within a category exceed the number of places available, places will be offered by random allocation in an independently observed selection process.
7. If an application for admission has been turned down by the Governing Board, parents can appeal to an Independent Appeals Panel, **under the scrutiny of the local authority in-line with set deadlines**. The appeal must be sent in writing to the Clerk to Governors at the school within 20 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 the Governors.
8. The Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections, place of residence, school attended or the exceptional medical and/or social needs as claimed.

Requests for Admission Outside the Child's Normal Age Group

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Head teacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The Governing Board will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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. The Governing Board will also take into account the views of the Head teacher and needs of the cohort and the wider school. When informing a parent of their decision on the year group the child should be admitted to, the Governing Board will set out clearly the reasons for their decision.

Where the Governing Board agrees to a parent'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 a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Board will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governing Board will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

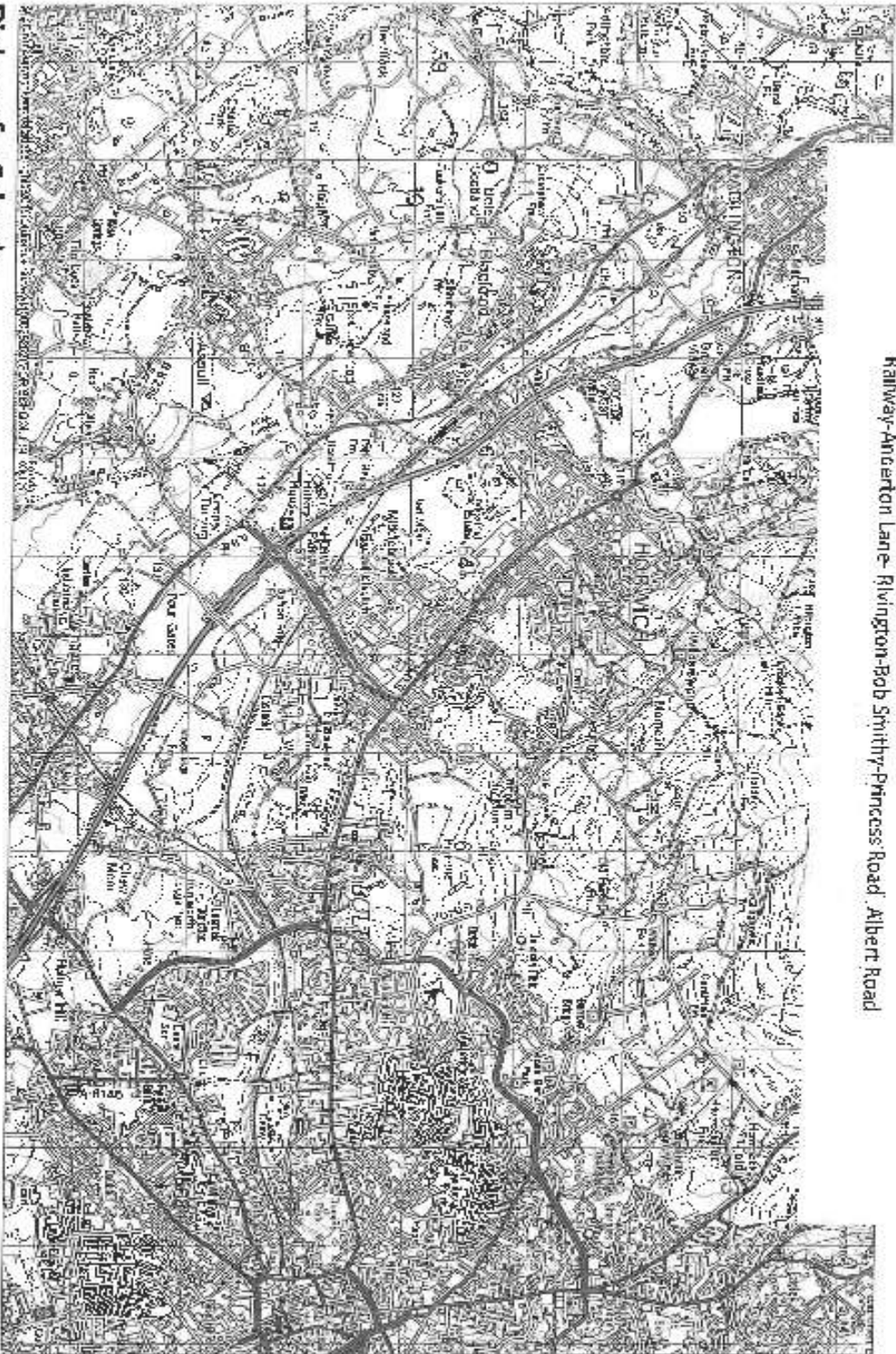
This document will be reviewed annually.

St. Mary's RC Primary School



Parish Boundary

Railway-Ancienton Lane-Rivington-Rob Smithy-Princess Road-Albert Road



Digimap for Schools



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St. Mary's RC Primary School
Princess Road
Horwiche