



# St Mary Magdalenes RC Primary School

*'Love One Another'*

## Admissions Policy - Determined 2023-2024

St Mary Magdalene's is a Roman Catholic Primary School in the trusteeship of the Diocese of Salford. It is maintained by Lancashire Local Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school year commencing September 2023, the Governing Body has determined that the number of children to be admitted to the 2022-2023 academic year will be 30.

The school's 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 develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect the ethos of the school and the importance to the school community. This does not affect the rights of parents who are not Catholic to apply for a place here.

Admissions to the school will be determined by the Governing Body. For admission to the Reception Class, parents must complete a Local Authority Preference Form by applying on line via the website <http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place> You must also complete the school's own Supplementary Information Form which is available on request from the school.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied.

For all other admissions, please contact the school office.

If your child is due to start school during the next academic year, it is important that you apply for a place in September. If your child's fifth birthday is between the months of September and December, then, if you wish, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday. Should the deferred entry be to start school within the same academic year, school will retain the pupil on roll. However, should a parent wish to defer entry until the following academic year, school is not obligated to hold the place and will offer the place to the next criteria eligible applicant on the school waiting list. Pupil Access will be notified of this change and records amended to show deferred entry to Year 1. When the parent wishes to re-apply this must be done through the normal channels. However, it must be noted that due to regulation infant class size, it is unlikely that entry to the school of initial choice will still be available. Requests for a full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen

(personal views and reference to national research will not suffice). Further information is on the Local Authority website at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

Where a place is offered, and the parents have not indicated deferred entry and they do not attend on the first school day, normal attendance enquiries will be made.

Enquiries will ascertain whether:

- The parent is accepting the place and the non-arrival is an attendance issue
- The parent is accepting the place but is seeking deferred entry but has failed to notify either the school or the Authority
- The parent is not accepting the place and has made alternative arrangements
- The parent is not accepting the place and has not indicated they are making alternative arrangements
- The child is considered missing – protocols for referral to the Missing in Education Team will be put into place

### **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 in year admissions. In order to obtain a school place in mid year, it is necessary to fill in the schools Supplementary Information Form and inform the child's current attending school, if applicable, of their intention to move. Applications for children moving to 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. Should a place be unavailable at the time of request, the child's name will be placed on the school's waiting list ordered as per our admissions criteria whilst still allowing for an appeal to be lodged with the Independent Appeal Panel against the decision not to admit. Should a place become available within the academic year, applicants will be contacted as our waiting list. Where no reply is received within 14 days of initial correspondence, the place will be offered to the next applicant on the waiting list. Please note that you cannot re-apply for a place at a school within the same school year unless there has been a relevant, significant and material change in the family circumstances.

### **Admission of children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission Authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities **must** make decisions 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; information 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. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where an admission authority agrees to a parents' 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 (ie the

age group to which pupils are normally admitted to the school) the local authority and admission authority **must** 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 oversubscription criteria where applicable. They **must** not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Priority will be given to all Children Looked After and previously Children Looked After.

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional social, medical, educational or religious need which can only be best met, or only met at this school. (see note j)
3. Baptised Roman Catholic children who will have a sibling attending the school at time of admission
4. Baptised Catholic children who are resident in the Parish of St John Paul II
5. Baptised Catholic children who are resident in parishes other than the above
6. Other children who will have a brother or sister attending the school at time of admission.
7. All remaining applicants.

## Notes

- a) All applicants will be considered at the same time and after the **closing date for admissions which is 15 January 2023**.
- b) Applications received after this date will only be considered if the Governors consider it fair and reasonable to do so.
- c) For a child to be considered Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a subsection of the Baptismal Records of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCAI programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parents(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Vicar of Education or officers of the DDFE, 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.

- d) Each applicant will be required to produce a birth certificate after a place has been allocated.
- e) Parents should check carefully whether they are resident within the parish boundary of St John Paul II as defined on the parish boundary map held in the Parish rooms which are located at the back of the Church.
- f) 'Sibling' as used in the policy will include all children living permanently in the family home including step children and foster children, adopted children, half-brothers or sisters and the children of the parent/carer's partner.
- g) Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit for the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- h) It is the duty of the Governors to comply with Regulations on class size limits in Key Stage 1 save in exceptional circumstances (see note m).
- i) 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).
- j) The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help to satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor, social worker or psychologist. Evidence will also be sought from the Local authority to provide a copy of the statement or proposed statement and appendices.
- k) 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 20 days of notification of refusal. The date of notification will be two days after posting by first class post. The parents must give reasons for appealing in writing and the decision of the appeals panel is binding on all parties.
- k) Following the application process, a list of children still requiring a place will be maintained where necessary. Any available place will be offered to the child with the highest priority rating and waiting lists will be ordered in accordance with the oversubscription criteria and not on any other basis. The waiting list will be maintained until the 31<sup>st</sup> December of the year of admission. Waiting lists will not be based upon time of application submission.
- l) A Child Looked After 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 Child Looked After is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- m) Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a. Children with statements of Special Educational Needs admitted outside the normal admission round;
  - b. Children Looked After and previously Children Looked After admitted outside the normal admission round whether Baptised Catholic or not;
  - c. Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;
  - d. Children admitted after an independent appeals panel upholds an appeal;
  - e. Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
  - f. Children of UK Service Personnel admitted outside the normal admission round;
  - g. Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted the 31<sup>st</sup> child will be deemed an 'excepted child';
  - h. Children with SEN who are normally taught in a SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
- n) The Governing Body reserve the right to withdraw the offer of a place where false evidence is received in relation to Baptism, sibling connections or place of residence.
- o) Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.
- Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list, in order, according to the criteria.



St Mary Magdalene's RC Primary School  
Supplementary Information form

Child's Name	Date of Birth
Address	
Postcode	

Is your child Baptised Roman Catholic <input type="checkbox"/>	Non Catholic <input type="checkbox"/>
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For Baptised Roman Catholics

Place of Baptism
Parish
Date Of Baptism

**PLEASE ENSURE A COPY OF THE BAPTISM CERTIFICATE IS RETURNED WITH THIS FORM ALONG WITH A COPY OF YOUR CHILD'S BIRTH CERTIFICATE.**

A certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Governing Body to give correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion category that the child's name is placed in.

Name of Current Parish where you live
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Parent/Carer details	
Name	Relationship to child
Contact number:	
Email address:	

<b>SIBLINGS</b> Please provide the names of your child's brothers or sisters who will be attending St Mary Magdalene's at the time of the proposed admission 1) 2)
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I confirm that the information provided on this form is correct and true. I am aware that if I give false information to get a school place, the place may be withdrawn.

Signature of Parent/Carer:

Date:

*This supplementary information form is for school use to enable the Governing Body to rank applicants using the published admissions criteria in the event of oversubscription.*