



**St Mary's Catholic Primary
Schools Trust**

ST. MARY'S CATHOLIC JUNIOR SCHOOL

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ADMISSIONS POLICY 2017/18

Mission Statement

St. Mary's Catholic. Junior School is an Academy within the Multi Academy Trust of St Mary's Catholic Primary Schools Trust, in the Archdiocese of Southwark. It is in the trusteeship of the Archdiocese. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

In the context of school admissions Catholic children are defined as:

Children who are baptized or received into the Catholic Church, children baptized or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.
(see Appendix 1)

Our Mission Statement is an expression of belief that is based on Gospel values and the teachings of the Church. It is central to the life of the school in fulfilling its purpose as a Catholic institution and encompasses all aspects of school life. It includes a series of aims which indicate what we hope will be achieved to fulfil our mission statement.

Our aims are to:-

- develop a loving, caring ethos based on the teachings of Christ;
- foster the development of the Catholic Faith in each individual;
- develop caring relationships between home/parish/school and the wider community;
- recognise the dignity, value and worth of every individual through each curriculum policy; and
- community cohesion.

The Governing Body of the School is responsible for the admission of pupils to St Mary's Catholic Junior School. Up to a total of 60 boys/girls will be admitted to year three each year without reference to ability or aptitude. In-year applications will be accepted until the maximum of sixty has been reached in each other year group.

Previous admission to St. Mary's Catholic Infant School does not confer an automatic right to admission to St. Mary's Catholic. Junior School.

To apply, parents should complete both the Common Application Form (CAF) and the School's Supplementary Information Form. Completion of the Supplementary Information Form is not

mandatory; however, if one is not received by the school, the governors will not be able to apply their admission criteria and the application will be considered under criterion 10 - Any other applications.

Parents are strongly encouraged to apply online through their own council website. The website for Croydon Council is www.croydon.gov.uk/admissions.

Parents who do not have a computer or access to the internet can fill a paper CAF by contacting Croydon council on 020 8726 6400 and should return the form to the LA.

Admissions will be decided by the Governors in consultation with the Borough of Croydon or by the recommendation and guidance of Southwark Archdiocese issued by the Archbishop, as necessary to preserve the Roman Catholic character of the school and in accordance with the relevant Education Acts.

Admissions Criteria

In considering applications Governors will take into account the following criteria in order of priority:

- I. (a) Looked after Catholic¹ children or non-Catholic 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. *Catholic children in the care of non-Catholic families will also be considered in the same way*².
2. Baptised Catholic children of committed Catholic parent³(s) who have a sibling in St Mary's Catholic Junior School when the applicant is due to enter who are:
 - (a) resident in St. Mary's parish and regularly⁴ attend Mass (weekly). *In the event of doubt, see maps showing the parish boundaries located in the entrance hall of the school.*
 - (b) not resident in St. Mary's parish and regularly attend Mass (weekly)
 - (c) resident in St. Mary's parish and occasionally attend Mass (once or twice a month)
 - (d) not resident in St. Mary's parish, but occasionally attend Mass (once or twice a month).
3. Baptised Catholic children of committed Catholic parent(s) who are:
 - (a) resident in St. Mary's parish and regularly attend Mass (weekly). *In the event of doubt, see maps showing the parish boundaries located in the entrance hall of the school.*
 - (b) not resident in St. Mary's parish and regularly attend Mass (weekly)
 - (c) resident in St. Mary's parish but occasionally attend Mass (once or twice a month)
 - (d) not resident in St. Mary's parish and occasionally attend Mass (once or twice a month)
4. Baptised Catholic children resident in a parish whose Catholic parent's commitment and practice is irregular (less than once a month) who:
 - (a) have a sibling⁵ at St Mary's Catholic Junior School when the applicant is due to enter
 - (b) do not have a sibling in St Mary's Catholic Junior School
5. Baptised Catholic children not resident in a parish whose Catholic parent's commitment and practice is irregular who:
 - (a) have a sibling at St Mary's Catholic Junior School when the applicant is due to enter

¹ A definition of what the Governing Body considers to be a Roman Catholic child is provided in the appendix at the end of this policy.

² See section 22, Children's Act 1989.

³ A definition of what the Governing Body considers a 'committed Catholic parent' is provided in the appendix.

⁴ A definition of what the Governing Body consider to be regular, occasional and irregular attendance at Mass can be found in the appendix.

⁵ A definition of what the Governing Body considers a sibling is provided in the appendix.

- (b) do not have a sibling in St Mary's Catholic Junior School
- 6. Other Looked after Children and previously looked after children who have been adopted or who have become the subject of a residence or guardianship order⁶.
- 7. Baptised children of other Christian denominations who:
 - (a) have a sibling at St Mary's Catholic Junior School when the applicant is due to enter
 - (b) do not have a sibling in St Mary's Catholic Junior School
- 8. Christian children of other denominations whose application is supported by the Minister.
- 9. Children of other faiths whose parents can provide evidence of regular practice (as defined in the application form) of their faith.
- 10. Any other applications.

In the event of over subscription

When applications within any of the above criteria exceed the places available and it is necessary to decide between applications the following will be used to decide the priority given.

1. The attendance of a brother or sister at either St. Mary's Catholic Infant School or St. Mary's Catholic Junior School at the time of entry will take priority over applications, within each criterion, of children who do not have siblings at the above named schools.
2. Pastoral or medical needs e.g. social and medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided by an appropriate professional authority e.g. qualified medical practitioner, education welfare officer, social worker or priest. If the child has a serious medical condition/disability such that the parent feels the child must go to the first-ranked school, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child's medical consultants.
3. Proximity of the home to St Mary's Catholic Junior School. The home-school distance will be measured in a straight line from the front gate of the home to the main gate of the school using the measurement supplied by the local authority derived from their computerized mapping system. (The Local Authority Geographical Information System (GIS)). Within the category above, priority will be decided by random selection (i.e. a lottery). The lottery will be drawn by an independent person not associated with admissions to the school.

Late and In-year Applications

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The

⁶ Looked after children are defined as children in public care at the date on which the application is made.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after.

If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. [Optional: if applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.]

school's supplementary form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision to offer a place.

All applications for the new Year 3 intake in September must be received by the deadline as stated on the school website (www.st-mary-jun.croydon.sch.uk). All applications for Year 3 received after the deadline will be considered as late applications.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 85 (3) of the School Standards and Framework Act 1998.

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.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. Children will stay on the waiting list for the remainder of the academic year which ends on the 31st August. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Visiting the School

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office.

However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Falsification of information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence

Admission of children outside their normal age group

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group

Appendix – definition of terms

Committed Catholic parents

For the avoidance of doubt, committed Catholic parents is defined as attending weekly at Sunday Mass (this includes the Vigil Mass on Saturday evenings) and will be based on a reference provided by the priest / minister at the church you attend.

Roman Catholic

A child baptised in the Roman Catholic Church or baptised in one of the other rites whose members are in full communion with the Bishop of Rome.

A child baptised in another Christian faith who has been received into full communion with the Roman Catholic Church.

A child who, with his/her family, is enrolled in a recognized course of preparation leading to baptism or First Holy Communion.

Sibling

Sibling means 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 at the same address as the sibling.

Attendance

The Governing Body define regular attendance as weekly attendance at Sunday Mass (or the Saturday Vigil Mass). Occasional attendance is taken to mean attendance at Mass on one or two Sundays per month. Irregular attendance is considered attendance at Sunday Mass on less than one occasion per month. In all cases attendance must be confirmed by the Parish Priest, or Chaplain, in writing.

The churches in union with the Bishop of Rome.

Oriental Rite Churches in union with Rome

Alexandrian

Coptic Catholic Church

Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

Syrian Catholic Church

(Syro-)Maronite Catholic Church

Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

Chaldean (East Syrian)

Chaldean Catholic Church

Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melakite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)

Macedonian Catholic Church

Romanian (Greek) Catholic Church

Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church
Ukrainian (Greek) Catholic Church

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children.