

**St Mary's Catholic First School, Lucetta Lane, Dorchester,  
DT1 2DD**



**Admissions Policy**

**INTRODUCTION**

This document sets out the Policy of St Mary's Catholic First VA School with respect to Admissions. For the purposes of this policy, the Governing Body of St Mary's Catholic VA First School is the admission authority.

Parents who wish their children to be admitted to the school, should complete the application form which may be obtained from the school office. Completed forms must be returned by the closing date for applications. All applications will be processed in accordance with the Local Authority Co-ordinated Admission Scheme and parents will be informed of the result of the application on a date to be notified.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, parents, local community groups and other local schools annually in respect of the admissions policy.

**ADMISSION ARRANGEMENTS**

In Dorset, school places are offered to children from the September after their fourth birthday. Those 4 and 5-year-olds admitted to school are entitled to, and encouraged, to attend full time. In exceptional circumstances a parent and school may decide it is beneficial for a child to attend part time for some of the Autumn term. Children must attend full time not later than the start of the term following their 5th birthday.

**ADMISSIONS CRITERIA**

St Mary's Planned Admissions Limit is 30. It is our intention to accommodate all families who genuinely wish their children to be educated according to the teachings and doctrines of the Roman Catholic Church. Nevertheless, it is important that all interested parties are aware of the considerations which are uppermost in our minds when we consider applications for admission.

## ADMISSIONS POLICY

The Governors of St Mary's School admit 30 children in a single intake in September. If the number of applications for places is greater than the number of places available, applications will be ranked according to the categories set out below.

Where a child lives with parents with shared responsibility each part of the week, the 'home address' will be considered to be the address of the person who receives the child benefit.

If an application is unsuccessful, due to no places being available, then a waiting list will be kept. Should a place become available then the place will be offered according to the categories set out below.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to the school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

- 1 Children who are in public care and children who have been in public care, but ceased to be so because they were adopted ( or became subject to a residence order or special guardianship order).
- 2 Children who are baptised, practising Catholics. A copy of their baptismal Certificate will be required, together with a letter of support from their Parish priest.
- 3 Children who are baptised Catholics. A copy of the Baptismal Certificate will be required.
- 4 Children currently enrolled in a programme of preparation for Baptism into the Catholic Church. The signature of a Catholic Priest confirming the enrolment will be required.
- 5 Children who have a brother or sister in school at the time of admission. This includes stepbrothers/sisters/foster siblings living in the same family.
- 6 Children whose normal residence is with at least one parent who is a baptised Catholic. The parent's baptismal certificate or signature of the Parish Priest will be required.
- 7 Children who are a member of another recognised Christian Church. The signature of a Minister of Religion testifying to this fact will be required.
- 8 Children who are a member of another recognised faith tradition. The signature of a Minister of Religion testifying to this fact will be required.
- 9 Other children, of whatever background, whose parents' preference for the school is because they wish their children to experience faith-centred education. A signature of parents making that statement will be required.
- 10 All other children whose parents express a preference for the school for whatever reason.

If there are too few places available to satisfy preferences expressed within any of the above categories, priority will be given to children living closest to the school defined by straight line measurement using a Geographical Information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations.

#### Exceptional Circumstances.

- Children with a statement of Special Educational Needs on which the school is named will be admitted ahead of all other categories
- Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.
- Children admitted after initial allocation due to a procedural error by the admitting authority or LA.
- Children admitted after an appeal.
- Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance.
- Children of UK personnel admitted outside of the normal admission round.
- Multiple births – Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted.
- Children of staff can be prioritised, provided that the member of staff has been employed for two or more years.

#### Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

Adopted:..... Oct 2016

Signed.....Chair of Governors

It will be reviewed . . . Sept 2017