

2024/25

Admission Policy St Mary's



ST. MARY'S
RC. PRIMARY SCHOOL

Love one another
as I have loved you

Let us feel the presence of
Christ's love in the warmth
of our welcome as we

open our doors,
our hearts,
our minds,

to serve, strengthen and encourage
all who enter here



St. Cuthbert's
RC. Primary School

AS GOD'S UNIQUE FAMILY

WE LOVE,
WE LEARN,
WE GROW,

JOYFULLY FULFILLING OUR DREAMS
INSPIRED TO DO OUR BEST!



St. Cuthbert's
RC. Primary School



ST. MARY'S
RC. PRIMARY SCHOOL

*Love one another
as I have loved you*

Parents and carers who wish to apply for a place for their child at St Mary's are welcome to make an appointment to visit the school.

We will be pleased to show any parent who is thinking of applying for a place around the school and to talk about the school and the admission process.

You are welcome to make an application for admission on the appropriate admission form. This is available either on our school website or from the school office.

All Admissions will be made in accordance with this policy

This policy has been developed within the spirit and context of our Mission Statement

St Mary's RC Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is part of a Federation with St Cuthbert's Withington. Each school operates its admissions separately from the other but under the same governing body.

As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2024 and 2025, the Governing Body has set its admissions number at:

60 for reception, Year 1, Year 2, Year 3, Year 4

39 for Nursery

60 for Year 5 and Year 6

Parents/Carers must accept all policies drawn up by the Governors of St Mary's RC Primary School e.g. uniform, behaviour, homework and are expected to sign to this effect before their child is admitted to the school.

The Catholic Faith and the Teachings of the Roman Catholic Church have an essential role in school life and influence every aspect of the Curriculum.

We ask 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.**



Parents must complete a Local Authority Preference Form or apply online via the LA website https://www.manchester.gov.uk/info/500321/primary_school_admissions If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the supplementary form which is available from the school. Either in paper from the school office or online at our website: www.stmaryslevenshulme.org.uk

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.

ADMISSIONS CRITERIA

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
2. Baptised Catholic children resident in the parish of St Mary of the Angels and St Clare Levenshulme
3. Other Baptised Catholic Children who have a sibling in the school at the time of admission and are resident in the parish of St Mary of the Angels & St Clare.
4. Looked after (or previously looked after) children. *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)*
5. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
6. Baptised Catholic children whose parent has been a member of the school staff for at least two years.
7. Other baptised Roman Catholic children who are resident in another parish.
8. Other children with either a brother or sister attending the school at the time of admission or with a family member employed at the school at the time of application for admission.
9. Other children.



NOTES

- a) All applicants for Reception will be considered at the same time and after the closing date for admissions as set out by Manchester Local authority. Nursery applicants will be considered at the same time and after the closing date for admissions which is the Friday of week before we break up for Easter 2021
- b) 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 (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.
- c) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
(Please see appendix 1)
- d) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- f) 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 the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- g) 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.
- h) 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.



- i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their 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 all parties.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l) Where a child is '**summer born**' that is born between 1 April to 31 August, parents may request that the date their child is admitted to school is deferred to later in the school year or the following year. However, the child must start school before the end of that school year. **If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher. Any parent/carer considering applying for a deferral still needs to apply to the Local Authority and the school in the year when their child would normally have started school. The request for deferral must be made alongside the application.**
- m) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

Nursery Admissions

The whole school admission criteria applies to Nursery applications.

Nursery places for children aged 3+ years follow the same admissions criteria as the rest of the school.

Parents can obtain the appropriate form from the Main Administrative office of the school. Or from the school website.

Nursery intakes are in September, but where there are vacancies, children may be admitted at other times of the year at the discretion of the Governing Body.



If a Nursery place is provisionally offered there will be a pre admission interview in the form of a home visit followed by a short induction period of around a week to allow children to become familiar in the Nursery environment. A place will **ONLY** be confirmed if the induction period has been satisfactorily completed.

It is sometimes the case that a child is not ready to take up a school place and their admission may be deferred or refused. This is entirely a matter of objective professional judgement by the Headteacher and no appeal may be made against the decision.

The maximum number in Nursery is dependent upon the numbers of children on the waiting list and is set at a maximum of 39 full time places. Where part time places are offered that number may increase.

Pupils are offered a part time place for 15 hrs.

Parents who want to apply for a full time place can either:

- Pay an additional weekly top up fee for those hrs
- Use a 30 hr funding code

This should be made clear in the admission form

Parents are invited to place their children on the Waiting List as soon as possible.

For each child to do so, they will need to produce:

- Birth Certificate
- Catholic Baptism Certificate
- Evidence of current address and be able to prove their entitlement to education within the United Kingdom.



DEFINITIONS OF BAPTISED ROMAN CATHOLIC

In addition to candidates who can give evidence of baptism within the Roman Catholic Church, the definition of baptised Roman Catholic can be extended to children enrolled in or having completed the catechumenate (process of preparation to be received into full communion with the Roman Catholic Church) and those from Eastern Rite Churches in communion with Rome :

- ALEXANDRIAN : Coptic, Ethiopian (Eritrean Catholic Church)
- ANTIOCH: Malankrese (Sri Lanka), Maronite, Syrian
- ARMENIAN: Armenian
- CHALDEAN (East Syrian): Chaldean, Malabar
- CONSTANTINOPLE (BYZANTINE): Albanian, Belarusian, Bulgarian, Georgian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian, Macedonian and the Church of the Byzantines of the Diocese of Krizevci.

Only children who have been baptised into the Roman Catholic Church or have been formally received into full Communion with the Roman Catholic Church can be admitted to the Sacraments of Reconciliation and Holy Eucharist.

Parents or carers should be aware of this before their children are enrolled in the First Holy Communion Programme. Any parent or carer who requests that their non-Catholic child be enrolled in the First Holy Communion Programme should be referred to their local Parish Priest without delay.

PUBLISHED ADMISSION NUMNER (PAN)

The PAN refers to the number of pupils in each year group.

The standard number at St Mary's RC Primary School for Nursery is 39, for Reception to Year 3 is 60 and 45 for year 4-6

OVERSUBSCRIPTION

The school operates a waiting list for each year group: pupils are added to the list according to their admission category. Parents are asked to complete the School Admission Form and the Manchester Local Authority Common Application Form in accordance with the co-ordinated Admissions Scheme.