



Policy

Admissions

To be reviewed:

2011–12





Admission of Pupils- September 2012

St Mary's School was founded by the Catholic Church to provide education for the children of Catholic families. The school is run 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.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents or carers are declaring their support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the school and intends to admit 180 pupils to Year 7 in the school year which begins in September 2012 according to the following Admission's criteria.

1. Looked after children from Catholic families
2. Baptised Catholic children who live in the primary school defined areas of Sacred Heart, Ilkley, St. Joseph's, Otley, St. Joseph's, Pudsey, SS Peter and Paul, Yeadon and St. Mary's, Horsforth and attending those schools.
3. Other baptised Catholic children living in the above defined areas.
4. Other baptised Catholic children in the Catholic primary schools listed above.
5. Other baptised Catholic children
6. Other looked after children
7. Other children who were attending the Catholic primary schools listed above for at least the junior stage of their education and living within the defined area of those schools.
8. Children of other Christian denominations or of other Faiths whose application is supported in writing, by a minister of religion, or an appropriate religious leader.
9. Other applicants.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

The attendance of a brother, or sister, at the school at the time when the younger child starts school will increase the priority of an application within each category (see notes).

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available place will be offered to those living nearest to the school. 'Straight line distance' will be used as the measure (see notes).

Application procedures and timetable for prospective Year 7 pupils

Parents can apply directly on-line through the local authority's website from the 1st August 2011 to 31 October 2011 or use the common preference form.

The completed Common Preference Form (CPF) must be returned either to the current primary school, your Local Authority or directly on-line to your Local Authority by 31st October 2011. The Supplementary Information Form (SIF) attached to this policy should be submitted by 31st October 2011 to the school (Mrs L Davis, St. Mary's School, Bradford Road Menston Ilkley LS29 6AE). Parents or carers will be advised by the local authority of the outcome of their applications on 1st March 2012.

Failure to register your preferences on the Common Preference Form (CPF) either via the paper form or electronically would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last category.

Waiting lists

As well as their right of appeal, unsuccessful applicants are placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above and will be maintained until 31st December 2012.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Education Needs Code of Practice*.

Notes (these notes form part of the oversubscription criteria)

Catholic means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this. This includes the Eastern Catholic Churches.

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

Looked after child has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

Siblings (brother and sister) includes children with brothers and sisters (including step brothers and sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

Twins or triplets – where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

Defined area is a geographical area. Please see boundary maps available for inspection in school or at the Diocese of Leeds. These boundaries are determined by the Diocese of Leeds.

Straight Line Distance will be measured from the middle of the applicant's house to the centre of the main school building as determined by the local authority.

For admission purposes the home address is deemed to be where a child is habitually and normally resident with his/her parents(s) or guardian(s). The address of a carer/child minder or relative who does not have parental rights under the provision of the Children Act must not be given. The Governors reserve the right to investigate the question of residency and to amend school offers accordingly.

Admission to the sixth form

St. Mary's Sixth Form is available to all **existing year 11 students** who wish to enrol providing that an appropriate, viable course is available and the student meets the requirements for entry to post 16 courses.

A limit of 25 places is set for admission of **external applicants**. Places will be offered subject to appropriate, viable courses being available and the student meeting the entry requirements.

If the number of external applicants exceeds 25, the over-subscription criteria for pupils entering Year 7 will apply.

A Sixth Form Application Form will need to be submitted to the school. In addition an application will need to be made via the Common Application Process through the Local Authority; please see school for advice.

Appeals procedure

If an application for admission has been turned down by the governing body, parents have the right of appeal to the independent appeals panel. The appeal must be made in writing and submitted to the Clerk to the Catholic Appeals Panel, Committee Services, 4th Floor, Civic Hall, Leeds, LS1 1UR. The appeal must be received within 21 days of the parents' receipt of notice of refusal from the governors.

The decision of the appeals panel is binding on the governors and the parents. It will be sent, in writing, to both parties.

You can only appeal once in an academic year. A repeat appeal will only be considered if there has been a major relevant change in your circumstances for example, a valid change of address.

Applications outside the normal admission round

As well as a Supplementary Information Form (SIF) available from school or the Local Authority's website, an in year Common Preference Form (CPF), available from the local authority, must be completed. All requests will be considered by the Governors who will inform the local authority whether or not a place can be offered. The local authority will then confirm this in writing.