

**Admissions Policy**  
**St Marie's School, A Catholic Voluntary Academy – 2017/18**

**Introduction**

St.Marie's School is a Catholic Voluntary Academies in the Diocese of Hallam.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parishes of the Cathedral Church of St Marie; the Holy Family; St Francis of Assisi; St William of York; and St.Vincent's.

It is a Catholic Voluntary Academy in which the Governing Bodies are responsible for admissions. They are guided in that responsibility by the requirements of law; the requirements of the Trust Deed and each school's Instrument of Government; by advice from the Diocesan Trustees and their duty to the Catholic community and the Common Good.

Please note that admission to St Marie's School, A Catholic Voluntary Academy does not guarantee admission to a Catholic High School, which will have its own admission policy.

The admission numbers for 2017/18 is 30

These numbers have been calculated according to the capacity of the schools, which the law defines.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30<sup>th</sup> child admitted.

**Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield Local Authority, and who have expressed a preference for St Marie's School, A Catholic Voluntary Academy before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools/ Catholic Voluntary Academies within the Sheffield area, including St Marie's School, A Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Local Authority.

**Pupils with a statement of Special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.(footnote 3)

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM, both of which are to be found in the LOCAL AUTHORITY ADMISSION BOOKLET and on the SHEFFIELD COUNCIL WEBSITE.**

### **Parental Preference**

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

### **Date of Admission to the School for 2017/2018 is September 2017**

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age (age 5), is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

### **Admission of children outside their Normal Age Group.**

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Criteria for Admission:**

Where there are more applications for admission to one of the three schools than the planned admission number stated (footnote 1) the relevant Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid-category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the chosen school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

### **Category One**

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 4) of Catholic children attending that school at the time of admission
- c) live within the relevant feeder parishes for that school (footnote 1)
- d) Baptised Catholic children of staff who have been employed at the school for two or more years at the time at which the application for admission is made

### **Category Two**

Looked After Children or previously Looked After Children (footnote 4) who are not baptised Catholics.

### **Category Three**

Children who have siblings (footnote 5) attending that school at the time of admission.

### **Category Four**

- a) Catholic children who live in other Catholic parishes but who do not have a sibling in the school.
- b) Non-Catholic children of staff who have been employed at the school for two or more years at the time at which the application for admission is made.

### **Category Five**

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the relevant feeder parishes for that school (footnote 1)
- b) Other Christian Churches, who are full members of Churches Together in England (footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the relevant feeder parishes for that school (footnote 1)
- c) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live outside the relevant feeder parishes for that school (footnote 1)
- d) Other Christian Churches, who are full members of Churches Together in England (footnote 7) at the time of application, whose parents have sought the written support of their minister and live outside the relevant feeder parishes for that school (footnote 1)

### **Category Six**

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

### **Category Seven**

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified

professional, e.g. Doctor or Social Worker, is submitted with the application indicating why that school is the most appropriate setting.

### **Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

### **Category Nine**

Other children

### **FOOTNOTES:**

Footnote 1.

*This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield Local Authority.*

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

#### Definition of a Catechumen

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.

#### Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of 'Looked after children'

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 (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 5.

#### Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

Footnote 6

Orthodox Churches – please contact the Diocesan Schools' Department for further information

Footnote 7

#### Churches Together in England

For the most up to date list please see [www.churches-together.org.uk](http://www.churches-together.org.uk) or contact the school.

Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

### **Place of residence**

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

### **Late Applications**

Late applications will be dealt with in accordance with the LA scheme.

### **Waiting List**

1. If parents wish, names of children will automatically be placed on the waiting list for that school, when the child has been refused admission.
2. A vacancy only arises in the Reception year when the number of offers to the school falls below the admission number (or a higher admission limit where one has been set).
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for that school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list above those with a lower priority. (Point 5 only applies to co-ordinated schemes).

### **False Information**

1. Where the relevant Governing Body has made an offer of a place at that school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending that school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

### **Applications outside of the normal admissions round**

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:  
*The Assistant Chief Executive Legal & Governance*  
*Sheffield City Council*  
*Town Hall*  
*Sheffield S1 2HH*

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

**Timetable** : Details of key dates within the Admissions process are published on the Sheffield City Council Website.

### **Documentation Required**

1. The school requires additional information not contained on the **Common Application Form**. This additional information is needed to place your application in the correct priority of admission category.
2. The **Additional Information Form**, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by the closing date. A copy of the child's baptism certificate if the applicant is Roman Catholic
3. Ministers Reference if the child is a member of another Christian Church or other World Faith.

The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.

Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

### **Secondary Transfer**

Children transfer to secondary school at the end of the Y6 school year (July). Whilst parents or guardians may express a preference for a choice of secondary school for their child, children from the three schools usually transfer to one of the two Sheffield Catholic high schools. It should be noted that each high school has its own admissions policy and

admission to either school is not guaranteed. However, Notre Dame High School is the feeder school for St Marie's

Catholic children from the designated feeder schools receive priority for admission.

*Governing Bodies of St Marie's.*

*Date* \_\_\_\_\_