As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Children are admitted to St Mary’s Catholic Primary School into the RECEPTION class for the children who are 4 before 1 September in that school year.

Please read the Admissions Criteria carefully.

**Applying for a Reception place for September 2016 - 2017**

Applying for a Reception Place. The school term to which this policy refers begins in September 2016.

Apply using the Hammersmith and Fulham Common Application Form (CAF) only if you are a Hammersmith and Fulham resident. You must complete the borough that you live in CAF Application Form, which must be returned, with the documents requested, by 15th January 2016 to your Local Authority.

Additionally:

In order to make an application, you must complete a Common Application Form (CAF) from your local authority and return it to them. You should also complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to School together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2016, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

If you are applying as a practising Catholic:

You will need to complete Part A – Priest’s Reference Form. This should then be given to your parish priest or a minister of religion who knows you to complete the Priest’s Reference Form. The self-assessment form should not be returned to school. The information given on the Priest’s Reference Form assists the Governing Body in allocation of priority for your application in the event of oversubscription.

Parents of children attending the nursery must make a fresh application for Reception. Attendance at the nursery does not guarantee a place in Reception.

The local authority will write to you on behalf of the Governing Body with the outcome of your application in April 18th 2016.

Unsuccessful applicants will be given reasons related to the oversubscription criteria printed below and advised of their right of appeal to an independent appeal panel.

*St Mary’s Catholic School was founded by the Catholic Church to provide education for Catholic children. 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.*
SCHOOL MISSION STATEMENT. “The family of St Mary’s School strives to grow in God’s love and care by learning together and valuing the uniqueness of each person.”

The Published Admissions Number (PAN) for the Reception Class at St Mary’s is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2016. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2015 and 31st August 2016.

Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. Definitions of terms used may be found in the notes at the end of this document.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after.

**Adopted:** An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

**Residence Order:** A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

**Special Guardianship Order:** A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

2. Baptised Catholics who are resident in the parish of Holy Trinity, Brook Green whose family’s weekly practice is supported by a Priest’s reference and who have a sibling in the school at the time of admission in September 2015.

3. Baptised Catholics who are resident in the parish of Holy Trinity, Brook Green whose family’s weekly practice is supported by a Priest’s reference.

4. Other baptised Catholic children who have a sibling in the school at the time of admission in September 2015.

5. Other baptised Catholic children.

6. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after.

7. Catechumens and practising members of an Eastern Christian Church whose application is supported by a Priest’s or Minister of Religion.

8. Christians of other denominations whose application is supported by their minister of Religion.

9. Children of other faiths whose application is supported by a Religious Leader.

10. Any other applicants.
**Exceptional Need**

The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Last year St Mary’s was oversubscribed we received over 120 applications for 30 places. All applicants in category 1 and category 2 were offered a place, along with a small number from category 3 in accordance with the distance criteria set out in our tie-breaker. The governing body was unable to offer places to any applicants beyond category 4. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the past 5 years, the governing body has been unable to offer a place to any applicant who is not a Catholic.

**Tie Break**

Where the offer of places to all applicants in any of the sub-categories listed above would still lead to oversubscription, places up to the admission number will be offered to those resident (see notes) nearest to the school, as measured by walking route as defined by the Hammersmith and Fulham School Admissions computerised measuring system, with those living closer to the school receiving higher priority.

**Waiting List**

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on the waiting list. The list will be maintained in order of the oversubscription criteria set out above and not in the order which applications are received or added to the list. The list will remain open throughout the school year of reception enrolment; parents will need to re-apply to remain on the list for further twelve month periods.

**Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

**In-Year Admissions**

Applications for In-Year Admissions are made directly to the school. If a place is available and there is no waiting list then the local authority will communicate the governors’ offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and make an offer.

**Pupils with a Statement of Educational Needs**

1. The admission of pupils with a statement of Special Educational Needs or Education, Health and Care (EHC) Plan. (This is the new name for Statements made after 1st September 2014) is dealt with by a completely separate process. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.
**Appeals**

Under the School Standard and Framework Act 1988 every parent/guardian has the right of appeal if a child is refused admission to the school.

All admission appeals are heard by an Independent Appeals Panel.

Parents/Guardians can exercise their right of appeal by writing to the Chair of Governors within 20 school days of receipt of their letter from the Local Authority.

**Address for correspondence:**

School Administrator Officer

St Mary’s RC Primary School,

Masbro Road,

Hammersmith,

W14 OLT

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**Reception Year deferred entry**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

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**Change of details**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

**Notes (these notes form part of the oversubscription criteria)**

‘**looked after child**’ has the same meaning as in Section 22 of The Children Act 2004, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

‘**Catholic**’ means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

‘**Catechumen**’ means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘**Eastern Christian Church**’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Exceptional social, medical or pastoral need.’ To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor (normally a hospital consultant) or priest.

‘Residency’ For the purpose of this admissions policy residency is defined as the address at which a child resides for 50% or more of the school week.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘Weekly Practice’ is defined as family (one or both parents and applicant child) weekly attendance at Mass on Sunday or Vigil Masses and attendance on Holy Days of Obligation. Occasional practice, of a Catholic child/family as evidenced by a priest’s reference, places the applicant in Category 5.

‘Entry Date’ For the purposes of this admission policy the entry date is the 1st September 2015.

‘Parish Boundary’ For the purpose of this admission policy the parish boundary is indicated on the attached map.

LATE APPLICATIONS

Applications received by the school after (15th January 2016) will be considered late and will be dealt with after all applications received by the school on time, and are therefore unlikely to be allocated a place. Late applications will be considered only where there is a genuine and compelling reason for an application to be late. This will need to be substantiated to the satisfaction of the governors.