

St. Mary's Catholic Primary School

Admissions Policy & Application Form 2020



For the academic year: 2020-2021 (and for mid-year applications).

St Mary's is a Catholic School under the trusteeship of the Archdiocese of Cardiff. It is maintained by Bridgend Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Governing Body is guided in the responsibility for admissions by the requirements of the law, by the advice of the Archdiocesan trustees and its duty to the School and the Catholic community. In accordance with current legislation, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a Committee of the Governing Body. The Admissions Panel will consider all applications made in accordance with the criteria as set out, without reference to the race, gender, ability, disability, social background or aptitude of the child. Late applications will be considered in accordance with the requirements of the *Schools Admissions Code*.

Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number at 30 pupils for the school year commencing September 2020.

Parents/guardians wishing to apply for a place for their child for the start of the academic year 2020-2021 must complete the application form in full, and return it to the school no later than the published Closing Date for applications. Please note that ALL applications must be submitted on this form. Please note that all applications under criteria 1, 2 and 3 (baptised Catholic children) must be accompanied by proof of baptism. Children with an SEN statement naming the school will be admitted.

Letters will be dispatched on the published Common Offer Date, informing you of the decision of the Admissions Panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted will be placed on the school's Waiting List. Applicants will remain on the Waiting List until 30 September, 2020. In the event that places become available, the applicants on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill available places.

Parents have a right of appeal against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the right of access to personal information held about them, and also the right for any errors to be corrected.

The Governing Body will assess applications for admission to the school, using the information provided on the School Admission Application Form. Where the number of applications is equal to or less than the admissions number, all applications will be accepted. Where the number of applications exceeds the number of places available, the Admissions Panel of the Governing Body will apply the following oversubscription criteria and allocate places accordingly.

Over-subscription Criteria

1. Looked After baptised Catholic Children or Previously Looked After baptised Catholic Children (proof of baptism must be submitted with the application form).
2. Baptised Catholic children (proof of baptism must be submitted with the application form).
3. Siblings of baptised Catholic children who will be attending St. Mary's School at the time of admission (see note 3 below).
4. Looked after children or Previously Looked After Children who are baptised in another Christian denomination (proof of baptism must be submitted with the application form)..
5. Other Looked After Children or Previously Looked After Children
6. Children who are baptised in another Christian denomination (proof of baptism must be submitted with the application form).
7. Siblings of children baptised in another Christian denomination who will be attending St. Mary's School at the time of admission (see note 3 below).
8. Other children for whom parents/guardians seek a specifically Christian education.

If the number of pupils in any one of the above categories exceeds the Admissions Number, the Governing Body will employ, as a deciding factor, the safest shortest distance for the pupil from home to school utilising the GIS Software System used by the Local Authority.

Notes

1. 'Catholic' also includes Eastern Catholic Churches in union with the See of Rome.
2. All applications for criteria 1, 2 and 3 must be accompanied by proof of baptism.
3. 'Siblings' are defined as those who share a common mother or father, adopted mother or father, or form part of an established family unit. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. When allocating places, if the last place is offered to a multiple birth child (e.g. a twin or triplet), the school will also admit the other sibling(s).

For further information please contact the school. All application forms should be sent to:

St Mary's Catholic Primary School

Llangewydd Road
Bridgend
CF31 4JW

Our Mission Statement



**As a Catholic family,
we will do our best to live and
learn as Christ taught us.**

Application Form

SECTION 1 – Family Details

Child's Full Name (Block Capitals): _____ Male/Female

Please indicate to whom correspondence should be addressed:

Mr & Mrs/Mr/Mrs/Miss/Ms (Delete as applicable)

(A) Parents'/Guardians' Name & Address: (B) Father/Mother's Name & Address: (If different from A)

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Tel: Tel:

E-mail: E-mail:

Please indicate the child's main address (A or B): _____

If the child resides at both addresses, please indicate how much time at each address:
_____.

I wish to apply for my son/daughter to be admitted to Nursery / Reception / Year at St Mary's Catholic Primary School, commencing in September 2020 /other

I wish to apply under oversubscription criterion number _____ (please see Admissions Policy)

SECTION 2 - Information relating to the child

Date of Birth: ____/____/____

If Catholic, please note the date & place of Baptism: ____/____/____

_____ (please enclose evidence of Baptism).

Is the child a Looked After Child/Previously Looked After Child? YES / NO

Does the child hold a statement of SEN, which names the school? YES / NO

Current school/Nursery: _____

If the child has a sibling(s) at the School, please give the name(s) and year group(s) of the sibling(s):

This form must be received by the School before: **Friday 12th February 2021** for Reception applications (mid-year applications, for year groups throughout the school, will be dealt with as they arrive).

If you need help to complete this form, please contact the School.

Signature of Parent / Guardian: _____ Date: ____/____/____

Please print name (in capitals): _____

THIS SECTION IS TO BE COMPLETED BY THE GOVERNING BODY:

Date application received	/ /
Birth Certificate	Yes/No
Baptismal Certificate	Yes/No
Proof of residence	Yes/No
Accepted / Rejected	Yes/No

If no, reasons why: _____

Signature of Governing Body Representative: _____ Date: ____/____/____

Your Data

All of the data that you provide in this application will be stored securely as a part of your child's file. If it is successful, it will be held until your child leaves the school and then it will be forwarded to her/his new school. If it is unsuccessful, it will be stored securely for one year.