

St Mary's RC Primary School

Admissions Policy 2024-25



The committee with oversight for this policy	Admissions
Policy to be approved by	Full Governors
Member of staff &GB responsible for writing, reviewing and updating policy	Head Teacher & Chair of Governors
Policy ratified and adopted by Full Governing Body	Spring Term 2024 Revised Autumn Term 2025
Policy / Document due for review	Spring Term 2025

Date	Review Date	Lead	Nominated Governor
September 2023	September 2024	Mr. M. Buckley	Mrs. K. Lewis

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Age range: 3-11yrs

Max Number on roll: 210

Planned Admission Number: 30

School capacity: 232 (Excluding Nursery)

Max No of nursery places: 30

Max No of Pre-Nursery places: 23

Admissions Policy (Sept 2024 – July 2025)

This policy refers to admission from September 2024 to July 2025. St Mary's Roman Catholic Primary school is a voluntary aided school in the Archdiocese of Cardiff. The Governing Body has sole responsibility for admissions to the school and will act in accordance with all relevant provisions of the Welsh Government's 2013 Codes on School Admissions and School Admission Appeals, and with the law on school admissions as it applies to maintained schools.

St Mary's has a Catholic ethos. The School is governed 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. 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 of other faiths, or of no faith background, to apply for and be considered for a place, as the School welcomes and encourages applications from all families.

Age of Admission

St Mary's offers places to children between 3-11 years of age.

- Children are admitted to Reception in the September following their 4th birthday.
- Children are admitted to full time Nursery in the September following their 3rd birthday.
- Children are admitted to part time Pre Nursery at the start of the Spring or Summer term following their 3rd birthday.

Moving From Nursery to Reception Class

Admission to the School's Nursery does not guarantee a place in Reception class. The governing body requests all parents to make a separate application for their child to move from Nursery to Reception Class.

Oversubscription Criteria

If there are more applications than there are places available in the school, then the governors will give priority of admission as follows;

1. Roman Catholic children previously or currently looked after by the Local Authority.
2. Children from other or no faiths, previously or currently looked after by the Local Authority.
3. Baptised Catholic children whose families are resident in the parish of St. Mary's Brynmawr & St. Mary's Abertillery.*

4. Baptised Catholic children residing outside the catchment area.*
5. Non-Baptised children of Catholic parents residing in the catchment area of the school.
6. Non-Baptised children of Catholic parents residing outside the catchment area of the school.
7. Siblings (e.g. full, half or step brother/sister, adopted or fostered) of Non-Catholic children who are already pupils in the school.

*Proof of Baptism (either certificate or letter from priest) is required for applications under 3 and 4.

The Governors will also consider applications for:

- (a) Non Catholic children whose parents are seeking a Christian education for their children.
- (b) Children of other Christian denominations.
- (c) Children of other world faiths.
- (d) Non Catholic children for social reasons.

Tie Breaker

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority is given to children who live closest to the school, the distance being measured via a safe walking route, using a digital mapping system.

Siblings

For admission purposes a sibling is a child who is the brother / sister, half-brother / sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Priority will be by reference to the youngest sibling in the school at the time of admission, the youngest sibling commanding the highest degree of priority.

Twins/Multiple Births

Where there are twins or multiple birth children requesting admission and there is only one single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of class sizes. In exceptional circumstances, places may be offered for both twins and all triplets even when this means breaching class size limits. This may also apply to children who are siblings within the same year group.

Residence

Evidence of permanent residence of the child at the time of application must be supplied. Permanent residence is considered to be the child's along with the parent / guardian's main place of residence. If the child is resident with friends or relatives (for reasons other than guardianship) the friend or relative's address will not be considered.

Shared parental responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week, the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) at the time of application.

Children who are Looked after / Previously looked after (CLA)

The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005).

A child who has been in the care of the Local Authority as defined above for at least 24 hours will be regarded as a previously looked after child.

Additional Learning Needs (ALN)

Children with ALN who have an IDP (Individual Development Plan) which names the school will be admitted.

Late applications and applications outside the normal admissions round

Late applications will be looked at after the applications received by the closing date have been considered. If the number of offers has reached the admission number in the first round, then all late applications will be considered and placed on the waiting list.

Applications outside the normal admission round, including in-year transfer requests will be considered by the Admissions Committee. A formal decision either to offer or to refuse a place will be notified to the applicants within 15 school days or 28 calendar days, whichever is the sooner.

Unless the application is made as a result of a house move in to the school's catchment area, all successful late applications and in-year transfers will be admitted at the start of the following half term.

In-year transfer requests

In order to ensure a successful transfer for any pupil changing school outside the normal admissions round, requests for in-year admission require additional information prior to any application being considered. This includes:

- ALN status of applicant
- CLA status of applicant
- Attendance and exclusion data for current and previous school year
- Support service and other agency involvement with applicant
- Current levels of academic performance
- Details of any exclusions or behavioural issues for which additional support may be required.

Waiting List

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription.

If offers of a place are refused then the place will be offered to the first child on the waiting list at that point in time. The order of the waiting list will vary as late applications are received, refused and placed on the waiting list in the order of the oversubscription criteria.

The waiting list will be maintained until 30th September.

Right of Appeal

Unsuccessful applicants have the statutory right of appeal. Any such appeal will be presented to an independent Appeals Panel, the decision of which will be binding on both parties. Details of the appeals process are available on request from the Clerk of Governors, Mr. D. Seymour, St. Mary's R.C. Primary School, Catholic Road, Brynmawr, Blaenau Gwent NP23 4EF.

Parents will have 14 days to submit their appeal and this will be heard within 30 school days.

How to apply

Any parent may apply for their child to be admitted to the school. An admission form can be found on our website or obtained from the school office. Every application will be considered by the admissions committee of the governing body.

Nursery & Pre Nursery Admission Policy

(2024-2025 Admissions)

The total number of Nursery places available is 30 full-time

The total number of part-time Pre Nursery places available is 23

The Nursery class is non-denominational but priority in application for places will be given to:

- Children who are looked after by a local authority or who were previously looked after by a local authority.
- Children who have siblings already on roll at the School.
- Children who have attended the School's Pre-Nursery.
- Children residing in the catchment area.
- Other children.

Attendance at nursery class will not guarantee a place in the School's Reception class. A separate application form must be submitted at the appropriate time.

There is no right of appeal in relation to admission to the Nursery Class.

How to apply

Any parent may apply for their child to be admitted to the Nursery. An admission form can be found on our website or obtained from the school office. Every application will be considered by the admissions committee of the governing body.