



ADMISSION APPLICATION FORM

September 2024 intake

Please return this form direct to St Mary's RC Primary School Office.

The deadline for return is Tuesday 9th January 2024 at 3:30pm.

Student Personal Details

Child's Name:

(Full legal name, including middle names)

Child's Date Of Birth:

(please attach copy of Birth Certificate)

Home Address (including Post Code):

Name of Nursery Attended:

(this is for information only and has no bearing on the application)

Is your child a 'Looked After Child' (child in care)? Yes / No (please circle)

Does your child have a statement of special needs which includes St Mary's as the named school?

Yes / No (please circle)

Is your child Baptised? Yes / No (please circle)

If yes, please state denomination of Baptism (R.C./C.of.W/other)

Date of Baptism:

(please attach copy of Baptism Certificate)

Please list any siblings in the family who are already in attendance at St Mary's RC Primary School, including their Date of Birth:

Parent/Guardian's correspondence address if different from Home Address provided above:

Parent/Guardian's Name:

Parent/Guardian's Signature:

Parent/Guardian's Telephone Number:

Parent/Guardian's Email Address:



School Admissions Policy

St Mary's RC Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Diocese of Cardiff and is maintained by Monmouthshire LA. It serves the Roman Catholic Parish and community of St Mary's and St Paul's and areas outside the parish to which St Mary's is the nearest Catholic Primary School.

The Governing Body of St Mary's RC Primary School is the Admissions Authority for this school. It is the Governing Body's intent to admit up to 30 children in the Reception class in September 2024. This Admission Number applies to the Reception Year and every other Year in the school.

All applications received by Tuesday 9th January will be considered at the same time. Parents will be informed by letter, **on Tuesday 16th April 2024.**

If the number of applications received are at or below the school's published admission number (A.N.) all applicants will be admitted. If numbers of applications exceed the A.N. then the over-subscriptions criteria shall be applied.

Oversubscription Criteria for September 2024- 2025 Intake

It is important to note that first consideration in all cases is given to parents expressing a preference for St Mary's R.C. Primary School, and therefore it is important to ensure that your list of preferences is properly considered before an application is submitted.

The indicated admission number for the school is 30. Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria and allocate places accordingly.

Where St Mary's R.C. Primary School is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

Children who have the school named in a Statement of Special Educational Need take priority over all children. The criterion will be applied in rank order.

1. Looked After Children (children in the public care) or those who have previously been Looked After Children and who are baptized as Roman Catholics or have been formally accepted into the Roman Catholic Church (see *1 below) following consultation on the appropriateness of the placement.

Please note that in each of the following categories (2-5) below siblings will be given highest priority

(Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend. Where there is more than one such case, priority will be given to those children closest in age to the siblings already attending the school, as at the admission date).

Multiple birth children will be given the next highest priority in categories 2-5

2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church. (see note *1 below)
3. Looked After Children (children in the public care) or those who have previously been Looked After Children following consultation on the appropriateness of the placement.
4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education. (see note *2 below)



5. Children of other Faiths whose parents have demonstrated a wish for a Catholic education. (see note *2 below)
6. All other children, whose parents demonstrated a wish for a Catholic Education.

*1. Applications from children who are to be considered under criteria 1 or 2 above are asked to provide evidence of baptism or reception into the Roman Catholic Church. Evidence should include written confirmation or certification of baptism/acceptance in the Roman Catholic Church.

*2. Applications from children to be considered under criteria 4 or 5 are asked to provide a letter of support from their Minister or Faith Leader. For Christian applicants a Baptismal Certificate should be provided wherever possible.

Tie Breaker: Where places are available for some but not all applicants in any particular category then preference shall be given to the children whose home address is closest to the school gate measured as the "shortest safest available walking route, accompanied as necessary" between the nearest entrance/front gate of the home and the main gate of the school on Old Bulwark Road. Such distances will be measured as recorded by Google Maps (walking option).

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Head Teacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the Governing Body.)

Notes:

1. The Governing Body will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.
2. Applications on medical need must be supported by a medical consultant's report, obtained by parents, specifying the medical need of the child attending the school. Please note that reports from family doctors are not accepted for this purpose.
3. Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend.



Other Relevant Information

Home to School Distances

Within each set of over-subscription criteria, if the number of applications in any category exceeds the indicated admission number, priority will be based on those residing closest to the preferred school. This distance is measured as the "shortest available walking route, accompanied as necessary" between the home (measured to the centreline of the adopted road immediately outside the front of the normal residence of the child) and the nearest school gate. The school will determine the route as outlined above using its' own specific routing software, measured as recorded by Google Maps (Walking Option). In order to ensure fairness and consistence for all applicants, this is the only measurement tool that is used by the School.

Where two or more applicants are being considered for the last available place, and their home to school distance calculations are the same, NCC will undertake an additional assessment of the distance between the centreline of the adopted road and the front door of the home.

Children of Armed Forces Personnel and Crown Servants

Children of UK Service Personnel and other Crown Servants (including diplomats) moving to Monmouthshire will be determined as meeting the residency criteria for the relevant primary school if their application form is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

Children Housed via Domestic Violence Agencies

Children temporarily housed under the protection of approved Domestic Violence agencies will be determined as meeting the residency criteria for the relevant primary school if their application form is accompanied by an official letter from the relevant agency.

Waiting lists for oversubscribed schools

Phase Transfer FP – KS2

During a phase transfer process, should your child be refused a placement at your preferred school(s), your child's name will remain on a waiting list for this school **until 30th September in the year in which the application is made**. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list. Prior to 30th September, parents will be contacted and asked to confirm whether or not they wish to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

In-Year Admission or Transfer

Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.



Some reasons why we may refuse admission

Whilst parents have the right to express a preference for their child to be admitted to any school maintained from public funds, there are reasons why that preference may have to be refused, since when determining applications, the Admission Authority also has to have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to Reception, Year 1 and Year 2 classes.
- Any other factors which may prejudice the provision of efficient education and / or the efficient use of resources.

Class size exceptions

Welsh Government regulations require Admission Authorities to limit infant class sizes to no more than 30 pupils and also to ensure where possible that junior class sizes do not exceed 30 pupils. There are, however, exceptions to these regulations (called 'excepted pupils') which may allow the 30 pupils per class limit to be exceeded. These pupils are as specifically outlined in the statutory School Admissions Code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible.

Voluntary Aided School Appeals

Parents have the statutory right of appeal against the refusal by a Governing Body to admit their child and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter. Appeals will be heard by an Independent Appeal Panel, in which the Governing Body and Headteacher play no role. The decision of the Appeal Panel is binding on all parties.