

St Mary's C E Primary School

Admission Arrangements

For the Academic Year 2020/2021

St Mary's is a Church of England Primary School. The school was founded to provide education for the Parish of St Mary's Church.

Within our school a good number of families are active in our local Church of England parishes and other Christian communities. Some families send their children to this school because, though they have no active Christian faith themselves, they are happy for their children to be educated in a Christian environment and learn the basics of the Christian faith. This school is thoroughly and actively loyal to the principles and practice of the Church of England and, whilst respecting the rights of parents under Section 21 of the Education Act of 1998, expects all children to take part in Religious Education within the Schools curriculum and to attend the daily acts of worship in the school and regular services in our parish Church.

The responsibility for the admission of pupils rests with the Governing Body

The Governors intend to admit a maximum of 45 children into each year group from Reception to Year 6.

ADMISSIONS TO THE NURSERY

Nursery application forms can be collected from the school office or downloaded from the school website.

Applicants must be 3 years old by 31st August.

In the event of the Nursery being over subscribed, the Governors will apply the Oversubscription Criteria in order of priority.

Children attending the school nursery do not have priority for places in Reception and parents wanting a place in Reception must complete the Brent Common Application Form and the school's Supplementary Information Form in accordance with this policy at the appropriate time.

ADMISSIONS TO RECEPTION

Children will be admitted at the beginning of the academic year following their fourth birthday.

The process of admissions to Reception classes in primary schools is co-ordinated across all the London boroughs. If you wish to make an application for this school you will need to contact your local council to complete their Common Application Form.

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If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions. You will also need to complete the school's Supplementary Information Form (SIF) which you can download from our school website, or collect from the school office. The school will also need proof of address and date of birth of the child/children.

The Common Application Form must be returned to the school admissions team for the local authority where you live. The school's Supplementary Information Form must be returned to the school. The closing date for receiving applications is 15th January 2020.

All applications will be considered in line with our published admission arrangements. The outcome of your application will be sent to you by your local authority. Unsuccessful applicants will be placed on the waiting list.

Parents can defer entry for their child until their child is of statutory school age. Parents wishing to do this are advised to discuss the arrangements with the Head Teacher.

OVER SUBSCRIPTION CRITERIA

Where there are more applications than places available the Governors will make offers of places in accordance with the following criteria in order of priority.

1. Looked After children (who are defined as children under the care of the Local Authority), includes previously looked after children who have been adopted, or made subject to a residence order, or special guardianship order immediately following having been looked after, will be given priority.
2. Children of families who regularly worship at St Mary's Parish Church (Willesden).
3. Children who will continue to have a sibling at the school at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
4. Children whose families are faithful and regular worshippers of Christian denomination recognised by Churches Together in Britain and Ireland or the Evangelical Alliance.
5. Children whose families are faithful and regular worshippers of other Christian denominations and who live within the parish boundaries.

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6. Children whose families are faithful and regular worshippers of Christian denomination recognised by Churches Together in Britain and Ireland or the Evangelical Alliance), and who live outside the Parish boundaries.
7. Children whose families are faithful and regular worshippers of other Christian denominations and who live outside the parish boundaries.
8. Children who live within the Parish boundaries and whose parents have chosen this Church school for the type of education it offers.
9. All other applicants.

When deciding between applicants who, have equal entitlement under the above criteria, the Governors will have regard to the proximity of the applicant's home to the school, using the shortest measured walking distance using road networks including by public right of way from the main school gate to the front door of the home. For this purpose communal access to flats are not classed as front doors. A public right of way is one which is determined by The Countryside Act 1968. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating distance travelled.

NOTES:

Church Attendance

The Governor's define regular worshippers as those who attend Church at least once a fortnight over a period of at least the past year. This refers to criteria 2, 4, 5, 6 & 7. When applying under these criteria a minister's reference form must be completed and signed and handed in with your application.

Parish Boundaries

A map of the Parish boundaries is attached to the school's Supplementary Information Form.

Parents/ Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to family attendance at church, it is sufficient for just one parent to attend. Family members include only parents and siblings.

Split Residence

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both

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parents, then parents will be asked to determine which residential address will be used for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Twins, Triplets and Other Children of Multiple Births

In the event that the school has one place to offer and the next child is one of twins, triplets or other children of multiple births, the governing body will in the first instance consider admitting all the children if the school's resources at the time can accommodate it. Should that not be possible, the governing body will randomly select the child to offer the place to. Parents/Carers will have the right to choose which child has the place instead of the child initially randomly selected.

LATE APPLICATIONS

Late applications will be accepted if Reception classes have not reached their full capacity. In the event of the Reception classes being oversubscribed, the application will be placed on the waiting list in order of priority according to the oversubscription criteria.

IN-YEAR ADMISSIONS

Applications for In-Year admissions (those made outside the normal admissions period) 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, with the modifications that children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

ADMISSION OF STUDENTS WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

The admission of children with an Education Health and Care Plan (EHCP) follows a separate process involving consultation between parents/carers, professional advisers, the school and the local authority. Applications for such children should not be made through the normal admissions process.

WAITING LIST

Waiting lists will be maintained throughout the school year by the governing body. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each

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year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request in writing at the end of the academic year.

When a place becomes available the governing body will decide who is at the top of the list and advise the local authority. The child's home local authority will then inform the parent that the school is making an offer.

APPEALS

Any parent whose child is not offered a place at St Mary's may request that an appeal be heard by an independent panel by writing to The Clerk to the Governors c/o St Mary's C E Primary School within 20 school days of the decision not to offer a place. Appeals will be heard within 40 school days of the appeal being lodged, or before the end of the summer term, whichever is sooner. Appeals made outside this time may not be able to be heard in time for the start of the following school year.

There is no right of appeal against any decision not to offer a place in the nursery.

**THIS POLICY IS SUBJECT TO ANNUAL REVIEW
BY THE GOVERNING BODY OF ST MARY'S C E PRIMARY SCHOOL**