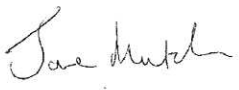





St Mary's Church of England School,
26 Tentelow Lane,
Norwood Green
Southall
UB2 4LE
office@stmarysschoolng.org
07775 468072

Admissions Policy 2015

DATE APPROVED BY SMNG	March 2015		
REVIEW DATE Every 3 years	Spring 2016		
SIGNED HEAD TEACHER		DATE	10/3/15
SIGNED CHAIR OF GOVERNING BODY		DATE	10/3/15



St Mary's Church of England School
Norwood Green Road
Norwood Green
Southall
UB2 4LA
office@stmarysschoolng.org
020 3693 0510

Admissions criteria

St Mary's School is a Church of England School. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our pupils come from a Christian background, and children from all faiths and none are warmly welcome to apply.

Procedure where St Mary's School is oversubscribed

If St Mary's School is oversubscribed priority is given to children with a statement of special education needs, where the school is named on the statement. The remaining places are then offered in the following area of priority:

1. Children who are Looked After or Previously Looked After;
2. Children with a sibling on roll at St Mary's School when they apply;
After criteria 1 and 2 have been applied, the remaining places are divided in half.
3. 50% of the remaining places are designated as Open Places and allocated according to distance from home to school
4. The other 50% of the remaining places are designated as Foundation Places and allocated to practising Christian families.

Operation of waiting lists

Where in any year St Mary's Church of England Primary School receives more applications than there are places available, a waiting list will operate. This will be maintained by the school. Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

St Mary's School is a Church of England School, founded on Christian principles and with a Christian ethos that underpins all that happens in the school. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our pupils come from a Christian background, and children from all faiths and none are warmly welcome to apply.

PAN number: 30

Open Places

Open places are allocated on the basis of the proximity of the applicant's Permanent Residence to the gate of St Mary's Church of England Primary School, 26 Tentelow Lane, Norwood Green, UB2 4LE with priority being given to those living closest.

Foundation Places

You can apply for a Foundation Place if you are committed members of an Anglican Church or of a Church or Chapel of other Christian denominations defined as those identified with 'Churches Together in Britain and Ireland' or who are a member of the Evangelical Alliance.

In this context, 'committed' is defined as attendance by a child and parent/guardian/carer at a Church at least twice a month for a minimum period of two years immediately before the date of application. The only exception will be those families who have recently moved and can provide a letter from a Minister to confirm attendance at a different church.

If there are more applicants for Foundation places than there are places available then distance will be used as a 'tie-breaker', with priority being given to those living closest.

To apply for a Foundation Place you should fill out the Foundation Place Clergy reference form. You will need to ask your Minister or Vicar to sign the form. The completed form should be sent to: St Mary's Church of England Primary School, St Mary's Church Hall, Norwood Green Road, Norwood Green, UB2 4LA.

Distance calculations

Distance will be used as a 'tie-breaker' if two or more applicants are equally qualified for a place within any of the above criteria.

Distance is measured in a straight line between a point in the property to the gate of St Mary's Church of England Primary School, 26 Tentelow Lane, Norwood Green, UB2 4LE.

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

For this purpose, the address of an applicant is the permanent domestic address of the parents. Business addresses are not acceptable. If your child does not live with both parents, it is the address of the parent, guardian or carer with whom the child lives permanently or for the greater part of the week. If access is equal then it is the address of the parent, guardian or carer which you have nominated in connection with this application.

Appeals

Parents have the right to appeal to an Independent Appeals Panel. They must notify the school within two weeks of the refusal of a place and details of how to appeal will be given at the time of refusal.

Withdrawal of Places

If the school and /or Governing Body are given false information, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. 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 following modification: children without an offer of a school place are given priority immediately after 'looked-after' children.

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received.

Deferred Entry

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry.

If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2010, you will not be able to defer entry until September 2015, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

Delayed Entry into Reception

Parents may seek places outside of their child's normal age group. The decision is made by Admission Authorities, in the case of Community Schools it is the Council and all other schools it is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

If parents wish to apply for delayed entry into Reception at St Mary's School, Norwood Green, they need to make a request to the Chair of Governors, providing reasons for the request with supporting documentation from a professional.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January. The Governors at St Mary's School, Norwood Green will look at the following factors when considering the case put forward by the parent, but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Governing Body to consider.

If the parents' case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the preferred school.

If the parents' request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the school's complaints procedure.