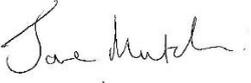




St Mary's Church of England School,
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Admissions Policy 2014

DATE APPROVED BY SMNG	March 2014		
REVIEW DATE Every 3 years	Spring 2015		
SIGNED HEAD TEACHER		DATE	1/3/14
SIGNED CHAIR OF GOVERNING BODY		DATE	1/3/14

Admissions criteria

St Mary's School is a Church of England School, founded on Christian principals 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.

St Mary's School is a part of the pan-London co-ordinated admissions process and parents should apply for a place using this process through their home borough. Parents applying for a Foundation place should also complete a Foundation Place Clergy Reference Form which is returned direct to the school.

All children whose statement of special educational needs names St Mary's School will be admitted.

PAN number: There are 30 places available in Reception each year.

Oversubscription Criteria

In the event that there are more applicants than places available all places will be allocated on the basis of the following oversubscription criteria which will be applied in this order:

1. Children who are Looked After or Previously Looked Afterⁱ;
2. Children with a 'sibling'ⁱⁱ 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';
4. The other 50% of the remaining places are designated as 'Foundation Places'.

Open Places

Open places are allocated on the basis of the proximity of the applicant's Permanent Residence to the school's main gate. The distance from home to school is measured by straight line. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

The location of the school's main gate is not yet confirmed so for applications for entry to Reception in September 2014 the distance will be measured to the main door at St Mary's Church, Tentelow Lane, UB2 4LQ, with priority given to those living closest. For entry from September 2015 the distance will be measured to the school's main gate.

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, 26 Tentelow Lane, Norwood Green, UB2 4LE by 15th January 2014.

Waiting List

If St Mary's School cannot offer a place you will be offered the opportunity of placing your child's name on the waiting list. The waiting list will be maintained by the Academy Trust for one year in the order of the oversubscription criteria and not in the order in which the applications are received.

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 from the applicants Permanent Residence to the school's main gate by straight line. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

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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.

Children below compulsory school age

Parents/carers can request that their child attends on a part-time basis until they reach compulsory school age, or that the date that their child is admitted is deferred until later in the academic year, or the year in which the child reaches compulsory school age.

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.

ⁱ Within the meaning of paragraph 1.7 of the School Admissions Code published on 1 February 2012

ⁱⁱ '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 place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave statutory education before the sibling starts.