

# St Mary's Catholic Primary School

## Admissions Policy

### Admissions to Reception 2023

## **ADMISSIONS TO RECEPTION SEPTEMBER 2023**

The Admissions Policy for the school is based on the requirements of the primary and secondary legislation in force, and in particular:

*School Admissions Code – Statutory Code 005/2013*

*School Admissions Appeals Code – Statutory Code 007/2013*

*Documents issued in July 2013 and January 2014 respectively  
(Welsh Assembly Government)*

*The School Standards and Framework Act 1988 – the right to parental preference (s86(1)) and the right of appeal.*

*The Education Act 2002 – repeal of the right to restrict admission based on a proportion of children from outside the faith group.*

*The Education Act 2005 – priority for Looked After Children.*

*The Education and Inspections Act 2006(section 44) –prohibition on interviewing parents and children.*

*The Education (Determination of Admission Arrangements)  
(Wales)Regulations 2006.*

Non-statutory guidance is issued also by the Diocese of Wrexham.

The law in Wales does not require a child to start school until the start of the term following the child's fifth birthday. In Saint Mary's children of the age of four will be admitted to the Reception class in the September of the School Year in which they attain their fifth birthday. The reception class is the normal year of entry to the school.

There are arrangements in the legislation to deal with in-year requests for admission to reception and other year groups. The Governing Body's Admissions Panel will consider these on an ad hoc basis and respond within 10 working days of receipt.

Separate admissions arrangements operate for the nursery class and in no way entitle the child to a place in the reception class.

The LA has set the Admission Number by formula to 41. The Governing Body will admit up to that number without any conditions, irrespective of faith. Applications for a place at the school must be made on the appropriate LA application forms online and returned to the LA by the published date at the latest.

In addition, the school's 'Supporting Information' forms must be returned to the school no later than the published date.

If the school is named in a Statement of Special Educational Needs/Individual Development Plan (IDP), the Governing Body has a duty to admit the child.

If the Governing Body as Admissions Authority has offered the place on the basis of a fraudulent or intentionally misleading application from a parent, the offer of the place will be withdrawn.

Where the place has been fraudulently obtained and the child has already started at the school, the length of time at the school, will be taken into account in reaching any decision to withdraw the place.

## Oversubscription

If the number of applicants exceeds the Admission number, the Admissions Panel appointed by the Governing Body will apply the following oversubscription criteria in order of priority:

1. Baptised Catholic children who are looked after or who were previously looked after in public care.
2. Looked after children or previously looked after children who are not of the Catholic faith.
3. Children who have a brother or sister in school on the date of admission. This may be a full, half or step brother or sister and includes siblings who may be adopted or fostered. The Admission arrangements will ensure that multiple birth children are not separated.
4. Baptised Catholic children within the parishes of Wrexham St Mary, Llay (with Rossett) and Ruabon (with Chirk and Llangollen); the parishes the school serves.

A map of the Wrexham town area covered by St Mary's Parish is available on request from the School.

5. Baptised Catholic children whose pressing social and pastoral needs can be better met by the School.

For Catholic children in categories 1, 3 and 4, the Admissions Panel will need to see an original Birth Certificate and Baptismal Certificate, together with a written reference on the prescribed form from the Parish Priest.

For children in category 5, the Admissions panel will need to see supporting evidence from a doctor, a social worker or the LA as to why the school is the most suitable for the child.

6. Children of other Christian denominations, whose parents have a genuine desire for them to be educated in a Catholic school, and who are fully supportive of its Catholic ethos

The Admissions Panel will need to see an original Birth Certificate and Baptismal Certificate, together with a written reference on the prescribed form from the Parish Priest or Minister of Religion

7. Children of other faiths whose parents demonstrate a commitment to the ethos of the school. A written testimonial from the relevant Minister of Religion/faith leader will be required.
8. Children whom the LA has asked the school to place.

If there is oversubscription in any of the categories above, the Admissions Panel will offer places to children living nearest to the

school as measured by the shortest distance between the home or flat/apartment complex and the nearest school gate, using public highways, and confirmed by the database used by the LA's Transportation Department.

Where a place cannot be offered because of oversubscription the School will maintain a waiting list until the end of September.

While the legislation provides for class sizes of no more than 30, guidance from Welsh Government for the 2018 admissions year and beyond allows for additional exceptions to this requirement in respect of

- Previously looked after children in public care
- Children of armed forces personnel
- Twins/multiple birth children

### **Procedures for the Admission Year 2023**

1. The school will advertise its admission dates in each of the parishes it serves in September 2022.
2. Admission/preference forms for 2023 will be sent out by the school in September 2022. They should be returned to the school no later than the published date.
3. The School will organise familiarisation visits for parents who have stated a preference for St Mary's: for non-

Catholic parents this will include a briefing on the Catholic nature of the school, its ethos and curriculum provision.

4. Parents will be notified by 16<sup>th</sup> April 2023\* whether or not a place has been allocated.

\*This date will be amended to coincide with the common admission date set by the LA under its own Admissions policy.

5. If their application is unsuccessful, parents have a right of appeal to an Independent Appeals Panel. If it has not been possible to allocate a place to a child, parents will be informed of this right in the decision letter.
6. Parents wishing to appeal will be asked to contact the Chair of Governors at the school in the first instance and he will advise them on how to contact the Independent Appeals Panel.
7. Any appeal must be lodged in writing no more than 20 working days after the receipt of the allocation letter. Appeals will be heard within 30 school days of the specified closing date for the receipt of appeals.

Where a place cannot be offered because of oversubscription the School will maintain a waiting list until the end of September.

## Notes

1. The Governing Body will need to confirm the arrangements for admissions in **2023** by \*15<sup>th</sup> April 2022.
2. The Governing Body has already consulted formally on its policy for Admissions in 2019 with the Governing Body of St Anne's Catholic Primary School Wrexham as Admission Authority for the school, and with Wrexham, Flintshire and Denbighshire LAs, together with the Diocese of Wrexham.
3. That consultation raised issues of detail from the LA which required the Governing Body to make minor amendments to the policy.
4. The Admissions Policy for 2023 is the same as that previously the subject of consultation and the Governing Body will therefore determine its Admission arrangements for 2023 before \*15<sup>th</sup> April 2022 and without the need for further consultation.
5. The Governing Body as Admissions Authority must send a copy of its determined admission arrangements to the LA by 1<sup>st</sup> June 2022 to allow them to complete a composite prospectus.
6. Arrangements for September **2024** and thereafter will need to be considered and determined by the same process and timescale (subject to any statutory variation). The Governing Body has agreed that this shall be a standing item of



Governor Business in an Autumn Term meeting of each school year. As part of this annual review, the Governing Body will determine formally whether Consultation in accordance with the Regulations is appropriate or not.