



St Mary's Catholic Primary School, Kells

School Admissions Policy 2025/2026

We grow and learn in the footsteps of Jesus

Approved by		
Headteacher	Susan Starkie	<i>S. A. Starkie</i>
Chair of Governors	Nicola Pettitt	<i>N. Pettitt</i>
Review date	February 2025	

INTRODUCTION

St Mary's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Cumbria Local Authority as a voluntary aided primary school.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Mary's Catholic School.

St Mary's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: Chair of Governors, Headteacher, one member of the Admissions Committee.

The Governing Body has set the planned admissions number for September 2025 at 25.

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children. Additional children may be admitted under limited circumstances in line with the School Admissions Code [see School Admissions Code paragraph 2.15 and explanatory notes].

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2025

1. Applications for a place at the school should be made on the Local Authority common application form or online and returned to the Local Authority by the closing date of the 16th January 2025.
2. Parents must complete the common application form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the Supplementary Information Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.

The supplementary information form should be **returned to the school** by 16th January 2025.

3. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority.
6. As required by law, all children with a Statement of Special Educational Needs or Education Health Care Plan naming the school will be admitted before the application of the oversubscription criteria.

OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 25 children in September 2025. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Children whose Statement of Special Educational Need or Education Health Care Plan names St Mary's Catholic Primary School.
2. Baptised Catholic looked after children and previously looked after children.
3. Baptised Catholic children who live in the parish of St Mary's Kells with a sibling in the school at the time of expected admission.

4. Other Baptised Catholic children who live in the parish of St Mary's Kells.
5. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
6. Other Baptised Catholic children.
7. Other Looked After Children and previously Looked After Children.
8. Children whose parent is a member of staff at the school, having been employed at St Mary's for two or more years at the time at which the application for admission is made and who have a sibling in the school at the time of admission.
9. Other children with a sibling in school at the time of expected admission.
10. Other children attending St Mary's Nursery class.
11. Children whose parent is a member of staff at the school, having been employed at St Mary's for two or more years at the time at which the application for admission is made.
12. Other children.

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the centre of the pupil's home address to the main entrance of the school, using the Local Authority computerised measuring system (G.I.S.) with those living nearer to the school having priority.

In the event of distances being the same for two or more applicants the last place will be allocated by carrying out a random lottery in a public place. All names will be entered into a hat and the required number of names will be drawn out.

IN YEAR ADMISSIONS

All parents requesting a school place, either because they are new to Cumberland Local Authority, or because they are wishing to transfer schools within the Local Authority during the school year, are advised to contact the school directly. They will subsequently be required to submit an application via the Local Authority's common application form.

Parents who wish their application to St Mary's Catholic Primary School to be considered against the priority of faith criteria should also complete the school's Supplementary Information Form and again return it directly to the school.

If the school is oversubscribed with mid-year applications at the time of requested admission, failure to complete the Supplementary Information Form may result in your application for a place being considered against lower priority criteria.

All in-year applications will be dealt with by 31st August at the latest each year.

APPEALS AGAINST REFUSAL OF ADMISSION

If an application for admission has been turned down by the Governing Body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the Governing Body

DEFERRED ENTRY

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. The governors recommend that in your child's interests, full time education is deferred no later than the start of the spring term.

EXPLANATORY NOTES

Looked After Children - A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Siblings - This is defined as a 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.

Late Applications - Applications received after the closing date as advised by the LA will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

Waiting List - A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions /oversubscription criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Places will be offered according to the priority on the list and not on the length of time they have been on the waiting list. The waiting list will be closed on 31st December.

Address of Pupil - The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline provided by the Local Authority. Further evidence, eg utility bills, will also need to be submitted.

Fraudulent Applications - Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body will withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

Multiple Births - Where there are twins or multiple birth children wanting admission and there is only one single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. Where places are available for some but not all children from multiple births (including twins) the Governing Body will exercise the discretion offered by the Admissions Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

School Admission Code Section 2.15 - Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;

- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

ADMISSION TO ST MARY'S CATHOLIC PRIMARY SCHOOL, KELLS



SUPPLEMENTARY INFORMATION FORM
SCHOOL ADMISSIONS 2025/26

If you are applying for a place for your child in St Mary's Catholic Primary School on faith grounds please complete this form **in addition** to the common application form available online or issued by the Local Authority.

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

This form must be completed by the parent/guardian:

1. Name of child: _____

2. Address of child:

If you are applying on faith grounds, complete the following sections:

3. Parish or area of faith community in which you live _____
e.g. St Mary's Kells

4. If a **Catholic** - I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g. copy of Baptismal Certificate or details of place and date of baptism or letter from a priest confirming applicant's preparation for Catholic baptism or faith membership.

Yes No

5. Name(s) of any sibling(s) who will be attending St Mary's at time of the applicant's planned admission in September 2025:

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Please return this form to St Mary's Catholic Primary School by the closing date.