

# St Margaret Ward Catholic Primary School

## Admissions Policy-Reception to Year Six 2018

St Margaret Ward is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Trafford Education Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school's year commencing September 2015 the Governing Body has set its admissions number at 30.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preference subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Looked after children and previously Looked after Children (as defined by the Children Act).
2. Baptised Catholic children of staff in school.
3. Baptised Catholic children from the parish of St Margaret Ward Catholic Primary School.
4. Children who have a brother or a sister at the school at the time of admission.
5. Baptised Catholic children from other parishes.
6. Non Catholic children whose parents wish them to have a Catholic education.

### Notes

- a) All applicants will be considered at the same time and after the closing date for admissions, which is published in the Trafford Local Authority Admissions Guidelines.
- b) All Catholic applicants will be required to produce baptismal Certificates.
- c) It is the duty of governors to comply with Key Stage One class size limits
- d) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). subsequently if in this or any other category there are more applications than places available, priority will be given to those living nearer to the school. Distance will be measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the school, using

property co-ordinates provided through a combination of the Trafford Local Land and Property Gazette (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

- e) The child's home address means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or any other relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses the average distance of the two addresses from the school will be used for the purpose of determining priority for admissions.
- f. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. Where applications are received from Catholic and other children in public care they will respectively be admitted to the school in that priority order and in advance of the outlined order of criteria.
- g) 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, and in every case, the child should be living in the same family unit at the same address.
- h) Applications for a place at the school outside the normal admissions round will be considered in the light of availability of places. If there are more applicants than places available then the published over subscription criteria will apply.
- i) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days from the date of notification of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j) For applications made in the normal admissions round appeals will be heard within 40 school days from the deadline for lodging appeals.
- k) Parents wishing to apply for a place at St Margaret Ward Catholic Primary School should fill in a common application form and send it direct to Trafford. Forms can be obtained from [www.trafford.gov.uk](http://www.trafford.gov.uk) or School Admissions, Children and Young People's Service, 2<sup>nd</sup> Floor, Waterside House, Sale, M33 7ZF Deadline for return of the form is 15<sup>th</sup> January 2018. Parents should also fill in a supplementary admission form, which can be obtained from the school office and returned directly to school.