

STELLA MARIS CATHOLIC PRIMARY SCHOOL  
**Admissions Arrangements for 2021/2022**

The governors of Stella Maris Catholic Primary School will use the following Admissions Criteria for admission in the academic year 2021/2022. It is our intention to work within the admission scheme being operated by Kent Local Authority (LA).

**Admissions Policy**

Admissions to the school are made by the governing body.

Pupils will be admitted without reference to aptitude or ability.

The governors intend to admit 30 children in each year group. This is our Published Admission Number.

The governors provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application: however, where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year.

**OVERSUBSCRIPTION CRITERIA**

Where the school is named in the statement of special educational needs, the governing body has a duty to admit the child to the school, without reference to the criteria and procedures outlined in this Admissions Policy. Before the application of oversubscription criteria, children with a Statement of Special Educational Need (or Education, Health and Care Plan) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where the number of applications exceeds the number of places available, the following criteria will be applied:

1. Catholic Children in Local Authority Care or Previously in Local Authority Care
2. Baptised members of the Catholic Church with a brother or sister in the school at the time of entry
3. Other baptised members of the Catholic Church
4. Other Children in Local Authority Care or Previously in Local Authority Care.
5. The presence of a brother or a sister in the school at the time of entry;
6. Distance from home to school. In the event of any of the above criteria being oversubscribed, priority will be given based on distance, with the closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

**ADMISSIONS TIMETABLE**

In addition to the Common Application Form (CAF) supplied by the LA, the Supplementary Information Form (available from the school or the LA) should be completed and sent to the Headteacher at the school not later than the closing date published by the LA. This should be done even if the CAF is completed online.

The Admissions timetable for the school is the same as the timetable adopted by Kent LA. After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- When the place has been offered on the basis of a fraudulent or intentionally misleading application from a parent.

#### IN-YEAR APPLICATIONS

Applications for a place at the school in-year must be made using the common application form of the LA where the child resides. This form must be returned to the school. The school's supplementary form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as those listed above. The offer of a place at the school will be made by the Governors. In the event of the Governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents have the right to appeal against any refusal by the governors to admit their child, by writing to the Clerk to the Governors at the school by the date specified in the timetable adopted by Kent LA, or within 21 days of such refusal being notified to them for applications made at other times.

If parents are unsuccessful in applying for a place at the school, details will be held on a prioritised waiting list – this will be in rank order, according to the oversubscription criteria outlined above. If places subsequently become available at the school for whatever reason (parents moving out of the area, for example) the place will be offered to the child who is top priority on the waiting list. Parents will be invited to say whether they wish their child to be included on the waiting list for Stella Maris if they are offered a place at an alternative school.

The prioritised waiting list will be maintained by the school.

#### EXPLANATION OF TERMS

**Children in Local Authority Care or Previously in Local Authority Care:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 (see the definition in Section 22(1) of the Children Act 1989).

**Brothers or sisters already in the school:** a brother or sister attending the school when the child starts. In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

**Distance from home to school:** the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

**Home:** a pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is *either* owned by the child's parent, parents or guardian, *or* leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately from their partner but share responsibility for their child, and the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

**Baptised Catholics:** evidence of baptism will be sought in the form of a copy of the baptismal certificate. The Governors may accept a written reference from a Catholic priest, which confirms that the child is a baptised Catholic, if a baptismal certificate is not available. 'Catholics' includes members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

# Admission to the School

## SUPPLEMENTARY INFORMATION FORM

### PUPIL INFORMATION

Surname of child: ..... First Name: .....

Middle name: ..... Chosen Name: .....

Gender: ..... Date of Birth: .....

Address: .....

.....

.....

Postcode: .....

### PARENT/CARERS' CONTACT INFORMATION

Name(s): .....

Address(es) : .....

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.....

.....

Postcode(s): .....

Telephone numbers: .....

e-mail: .....

### SIBLINGS

Does the child named above have any brothers or sisters who will be at the school at the time of their admission? If so, please give details:

Brother's/sister's name: ..... Date of birth: .....

RELIGION

Child's Religion: .....

Church at which your child was baptised/christened: .....

Date of baptism/christening: .....

Name of Parish in which your child lives: .....

*Please make sure you have enclosed a copy of your child's baptismal/christening certificate.*

Signed: ..... Date: .....

**This form must be completed and returned to:  
Stella Maris Catholic Primary School  
Parkfield Road  
Folkestone  
Kent CT19 5BY**