1.44 Admission authorities must consult with: a) parents of children between the ages of two and eighteen; b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools); d) whichever of the governing body and the local authority who are not the admission authority; e) any adjoining neighbouring local authorities where the admission authority is the local authority; and f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

1.45 For the duration of the consultation period, the admission authority must publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought38. Admission authorities must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.



**St Mary’s RC High School**

**Admissions Policy**

**Please Note:**

All applicants to St. Mary’s must go through the Local Admissions Authority by completing either the on line application form or a paper copy application SA1. You must also complete the School’s own application form; this form is available from St. Mary’s.

**PAN (Planned Admission Number) for September 2018 - 150**

**Oversubscription Criteria**

In the event of oversubscription, applications will be considered in the following order of priority.

1. Baptised Roman Catholic who is a ‘looked after child’ or a child who was previously looked after but immediately being looked after became subject to an adoption, residence, or special guardianship Order 67. (See note)
2. Baptised Roman Catholic children who have a special reason for admission on social or medical grounds. Admissions will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or priest.
3. Baptised Roman Catholic children who are in attendance at one of the three designated Catholic primary schools (see note).
4. Baptised Roman Catholic children in other schools.
5. Children who have a brother or sister (see note) who has attended St Mary’s.
6. Children who are in attendance at one of the three designated Catholic primary schools. (See note).

1. Children of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
2. Child of other Christian denominations who is a ‘looked after child’ or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship Order 67. (See note)
3. Children of other Christian denominations who have a special reason for admission on social or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or religious minister.
4. Children of other Christian denominations who attend voluntary public worship\* regularly and whose parents/guardians support the Catholic ethos of the school.
5. Children of other Christian denominations whose parents/guardians support the Catholic ethos of the school and who have the support of a Christian minister.
6. Other ‘looked after’ children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship Order 67. (See note).
7. Other children who have a special reason for admission e.g. on social, physical or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or religious minister.
8. All other children.

In the event of any category being oversubscribed the governors will use a ‘tie-breaker’ of the shortest practical walking route.

**\***i.e. in addition to participation in school worship and church attendance as part of the uniformed youth associations, gatherings etc.

**Notes**

**Looked After Children**

A looked after child is a child who is

1. in the care of a Local Authority, or
2. 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).

**Roman Catholic Children**

“Baptised Roman Catholic Children” means children who have been baptised in the Roman Catholic Church and children who have been baptised into another Christian denomination and later received into the Catholic Church.

Applications from Roman Catholic children should be accompanied by the school’s application form completed by parents/guardians and verified by the applicant’s Parish Priest or the Priest responsible for the church normally attended by the applicant.

Evidence of baptism or reception into the Catholic Church should be made available to the Priest verifying the application form.

**Other Christian denominations**

“Other Christian denominations” means membership of a ‘Christian Church’, which is an organised body subscribing to the Doctrine of The Trinity.

Applications from children of other Christian denominations should be accompanied by the school’s application form completed by parents/guardians and a recognised Christian minister.

A child will be considered to attend church regularly if he/she has been attending church at least monthly during the 12 months immediately before the date on the application form.

**Incomplete Applications**

Applicants who make incomplete applications to the school will be placed in category 13.

**Designated Catholic Primary Schools**

Our Lady’s Roman Catholic Primary School, Hereford

St Francis Xavier Roman Catholic Primary School, Hereford

St Joseph’s Roman Catholic Primary School, Ross-on-Wye

**Brother or Sister**

The definition of a brother or sister is:

* A brother or sister sharing the same parents
* Half brother or half sister, where two children share one common parent
* Step brother or step sister where two children are related by a parent’s marriage
* Adopted or fostered children

**Late Applications**

Between 31st October 2016 and 7th February 2017 (final allocation list) it is likely that late applications will be received. Applications will be accepted on the understanding that the delay was reasonable, for example a family moving into the area. Because the individual circumstances will vary from application to application the Governing Body will decide what is reasonable.

Applications received after 1st March 2017 will be placed on a waiting list based on the oversubscription policy.