

St Marie's RC Primary School

Admissions Policy



2025/2026

Reviewed: January 2025

Mr G McRae (Headteacher)



ST MARIE'S R.C CATHOLIC PRIMARY SCHOOL. BURY

ADMISSION POLICY FOR 2025/2026

Children within the parish of St Marie's and St Joseph and living in the following catchment area:

St Marie's RC Primary School Catchment Area

St Marie's Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bury Local Education Authority. As a Voluntary Aided School, the Governing Body is the Admission Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority. For the school year commencing September 2025, the Governing Body has set its planned admission number at 30.

Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The governing body has set its admission number at 30 pupils to be admitted to [the reception year] in the school year which begins in September, 2025

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted where the school feels that they can meet the needs of the child after careful consideration of the evidence given.

¹ This is for admission to the school at the start of the school year in September and not for applications made in-year

Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Baptised Roman Catholic looked after and Baptised Roman Catholic children previously looked after children.
2. Baptised Roman Catholic children who are resident in the parish of St Marie's and St Joseph RC Parish Bury whom are living in the catchment of area of St Marie's RC Primary School.
3. Other Baptised Roman Catholic children who have a sibling at the school at the time of admission.
4. Other Baptised Roman Catholic
5. Other looked after and previously looked after children.
6. Children of members of staff who have been employed at the school for two years or more at the time at which the application for admission to the school is made;
7. Other children who have a sibling in the school
8. Other children

- (i) **The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).**
- (ii) **Children of members of staff (who have been employed for two years or more at the time of enrolment) will increase the priority of an application within each category. This is to support the effective running of the school**

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round², you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 7. The Supplementary Information Form should be returned to St Marie's Primary School by the closing date set by the local authority.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions published by Bury Local Authority.

² This is for admission to the school at the start of the school year in September and not for applications made in-year.

Late Applications³

Late applications will be administered in accordance with Bury Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **the last day of the summer term**.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting **the school office**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the Bury Local Authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
6. For the purposes of this policy, parish boundaries are set by the Diocese of Salford and will be applied to the admission arrangements for St Marie's RC Primary School.
7. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



Supplementary Information Form

Please complete this form if you wish your child to be considered under the faith criterion, and return it to: St. Marie's RC Primary School, Edward Street, Bury, BL9 0RZ

Surname of child:	
First names:	
Date of Birth:	
Address:	
Postcode:	
Child's religion:	
Date of Baptism:	
Church where baptised:	

You must provide the school with a copy of your child's Baptism Certificate when returning this form which requires completion during the application process.

Parent's Name:	Signature
Parent's Name:	Signature