

**St. Mary's Catholic Primary School**  
**Greenfield Road**  
**Gillingham**  
**ME71YH**  
**Tel: 01634 855783**  
**Headteacher Mrs B Long**

## **PRIMARY ADMISSION ARRANGEMENTS FOR 2010 - 2011**

### **ADMISSION ARRANGEMENTS**

- Applications will be dealt with via the Medway co-ordinated primary admission scheme. (*Full details will be set out in the Admissions to Primary School booklet which will be available from the school or the Admission Team at the LA, during the First Term 2009*)
- Parents who wish to apply for admission to the school must complete the Medway Primary Common Application Form (PCAF). The form will be available from the school and should be returned to their first choice school, in line with LA dates. In addition to completing the PCAF, parents will need to send/take a copy of their child's BAPTISMAL CERTIFICATE and BIRTH CERTIFICATE to the school by the same date.
- Your Parish Priest/Minister of Religion may be asked by the school to confirm your religious commitment.
- Decisions will be posted to the parents by the LA, on behalf of the governing body, in accordance with the LA scheme.
- Parents must return refusal slips/waiting list requests to the LA in accordance with the LA scheme.
- A waiting list will operate according to the coordinated scheme.

### **ADMISSIONS POLICY**

St Mary's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese.

The governing body of the school is the Admissions Authority.

The Planned admission number is 60.

Children born between 1<sup>st</sup> September 2005 and 31<sup>st</sup> August 2006 will be admitted in a single intake in September.

St Mary's provides a Catholic education for the children of the Parish of Our Lady of Gillingham, and those whose parents wish a Catholic education for their child. By making an application to St Mary's School, parents recognise and accept the Catholic ethos of the school. Following receipt of parental preferences, places must first be

offered to those children with statements of special educational needs where the school is named.

If the number of preferences received via the co-ordinated scheme is more than the 60, places will be allocated in the following priority order:

### **OVER SUBSCRIPTION CRITERIA**

1. Looked After Catholic children in public care. (Evidence of Baptism will be required).
2. Baptised Catholic children, whose parents or carers have indicated their wish for their child to receive a Catholic education. (Evidence of Baptism will be required).
3. Children enrolled in the catechumenate (preparing to become Catholics). Evidence of enrolment in the catechumenate will be required.
4. Other Looked After children.
5. Christian children whose parents are members of 'Churches Together in England' churches. (This should be supported by a Ministers letter. Evidence of Baptism will be required).
6. Children of other faiths whose parents wish them to receive a Christian education. (This should be supported by a letter and evidence of Baptism or Dedication will be required).
7. Children whose parents wish them to receive a Christian education. (This should be supported by a letter)
8. Children who live nearest the school.

- In the event of a tie within any criterion, priority will be given first to those with brother or sister\* at the school on the date of admission.  
\*The term brother or sister is defined as a 'natural brother or sister (including adopted siblings), step brother or sister, foster brother or sister and those who live as brother or sister in the same house'.
- Nearness to the school is determined as the shortest available safe walking route between home and school (using Medway's computerized measuring system).
- Note ~ Catholics include members of the Latin and Oriental Rite churches that are in union with the Bishop of Rome.

### **WAITING LIST**

Parents of children who have not been offered a place at the school may ask for the child's name to be placed on a waiting list. The waiting list will be operated using the

same admissions criteria list above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## **APPEALS**

Parents have the right to appeal against the *Governors'* decision and will be provided with the necessary information at the time that the decision is communicated.

If you would like to comment on our admission arrangements please do so below and send them to:

Mrs B Long  
Headteacher  
St Mary's Catholic Primary School  
Greenfield Road  
Gillingham  
Kent  
ME7 1YH