



# ADMISSIONS POLICY FOR ST MARTIN DE PORRES, ST MARGARET OF SCOTLAND, ST VINCENT'S AND ST MARY'S CATHOLIC PRIMARY SCHOOLS 2020

VERSION 1.1 – OCTOBER 2018





# ADMISSIONS POLICY FOR ST MARTIN DE PORRES, ST MARGARET OF SCOTLAND, ST VINCENT’S AND ST MARY’S CATHOLIC PRIMARY SCHOOLS

St. Alban Catholic Academy Trust

Approved by the Directors on

.....

Signed by the chair of Directors

.....

Date

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Presented to the SMOS Local Governing Body on

Signed.....Date.....

Presented to the SMDP Local Governing Body on

Signed.....Date.....

Presented to the SMPS Local Governing Body on

Signed.....Date.....

Presented to the SVPS Local Governing Body on

Signed.....Date.....

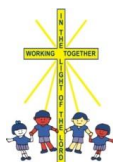




**Admissions Criteria for St Martin de Porres, St Margaret of Scotland, St Vincent's  
and St Mary's Catholic Primary Schools  
with effect from September 2020**

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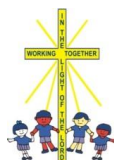


## ST MARTIN DE PORRES, ST MARGARET OF SCOTLAND, ST VINCENT'S & ST MARY'S CATHOLIC PRIMARY SCHOOLS

### Admissions Information and Criteria for Admission in 2020

#### Basic Information

1. St Martin de Porres, St Margaret of Scotland, St Vincent's and St Mary's are promoted by the Diocese of Northampton and are maintained by the St Alban Catholic Academies Trust.
2. The St Alban Catholic Academies Trust (SACAT) is responsible for determining and administering the policy relating to the admission of pupils to the schools in the Trust. SACAT is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees and its duty to the school and the Catholic community.
3. In accordance with the provisions of Regulations 49 of the Education (School Government) Regulations 1999, the Trust has delegated responsibility for determining admissions to its Admissions Committee, with regard to each of the schools.
4. The ethos of St Martin de Porres, St Margaret of Scotland, St Vincent's and St Mary's Primary Schools are based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place here.
5. St Martin de Porres Primary School primarily serves the parish of St Martin de Porres and Hockwell Ring (as presently defined as that area of Luton east of the M1, west of the railway and north of a line running down the centre of High Street and Grange Avenue). St Margaret of Scotland Primary School primarily serves the parishes of St Margaret of Scotland, Our Lady Help of Christians and Holy Ghost. St Vincent's primarily serves the parish of St Vincent's within the parish of St Mary's, Dunstable and Our Lady of Czestochowa, Dunstable and St Mary's primarily serves the parish of St Mary's Catholic Church, Dunstable.
6. To fulfill the requirements of the law and having consulted with the LA and other local admission authorities, the Trust has set a planned admission number as follows:
  - 60 pupils for St Martin de Porres
  - 90 pupils for St Margaret of Scotland
  - 30 pupils for St Vincent's
  - 30 pupils for St Mary's
7. Parents wishing to apply for a place in Reception at one of the schools must complete the co-ordinated admission form from the Local Authority and the supplementary form for Catholic Schools in Luton, Dunstable and Houghton Regis at Appendix 2 and return to the LA by no later than the date specified in the Starting School Information booklet. Both these forms are available from the Admissions Manager, People Directorate, Town Hall, Luton. It must be carefully noted that all





applications must be submitted on the LA form or made on-line and all applications will be considered at the same time. Allocation letters will be issued on the offer date set out in the co-ordinated admissions scheme. The co-ordinated admissions scheme will be published on the Council's website on the school admission pages, the scheme will be updated on an annual basis.

8. Children with a statement of Special Educational Needs or Educational Health and Care Plan naming one of the schools will be admitted in accordance with the policy and regulations. The schools in the Trust also support the In Year Fair Access Protocol. On occasion pupils will be admitted to the school using Luton's or Central Bedfordshire Council's In-Year Fair Access Protocol for primary schools. Such placements override the normal admission arrangements; this includes admitting children above the published admission number.
9. The Admissions Committee of the Academy Trust will consider all applications on equal preference (see additional information) according to the criteria set out below without reference to the ability or aptitude of any child.

### Admission Criteria

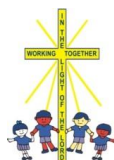
In the case of over subscription the Governors will give priority to children in the following order:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order<sup>1</sup>. A looked after child is a child who is in the care of a local authority in England is being provided with accommodation by a local authority in England in the exercise of their social services functions (section 22 (1) of the Children Act 1989).
2. Children who appear to the St Alban Catholic Academies Trust (SACAT) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>.
3. Baptised Catholic children with siblings attending:
  - **For St Martin de Porres Primary School:** St Martin de Porres Catholic Primary School at time of proposed admission
  - **For St Margaret of Scotland Primary School:** St Margaret of Scotland Primary School at time of proposed admission.
  - **For St Vincent's Primary School:** St Vincent's Catholic Primary School at the time of proposed admission.
  - **For St Mary's Primary School:** St Mary's Catholic Primary School at the time of proposed admission.

The original Baptismal Certificate must be provided and supplementary form completed (Appendix 2).

<sup>1</sup> An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.





4. Baptised Catholic children from the parish(es) of:

- **For St Martin de Porres Primary School:** St Martin de Porres and Hockwell Ring (as presently defined as that area of Luton east of the M1, west of the railway and north of a line running down the center of High Street and Grange Avenue)
- **For St Margaret of Scotland Primary School:** St Margaret of Scotland, Our Lady Help of Christians and Holy Ghost.
- **For St Vincent's Primary School:** St Vincent's Catholic Church, Houghton Regis and Our Lady of Czestochowa, Dunstable.
- **For St Mary's Primary School:** St Mary's Catholic Church, Dunstable.

The original Baptismal Certificate must be provided and supplementary form completed (Appendix 2).

5. Other baptised Catholic children. The original Baptismal Certificate must be provided and supplementary form completed (Appendix 2).

6. Siblings other than Catholic of children attending the school at the time of admission.

7. Children from other Christian denominations whose parents wish them to receive a Christian education, and whose application is supported by their priest or minister of religion.

8. Children of staff currently at St Martin de Porres Catholic Primary School or at the time of the proposed admission.

Children of staff currently at St Margaret of Scotland Catholic Primary School at the time of the proposed admission.

Children of staff currently at St Vincent's Catholic Primary School at the time of the proposed admission.

Children of staff currently at St Mary's Catholic Primary School at the time of the proposed admission.

9. Children from other faith backgrounds whose application is supported by their minister of religion.

10. Other children.

In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the identified school than the number of available places, the tie break will be distance from the main school gate, measured in a straight line, using a computerised mapping system, as approved by Luton (or relevant) Borough Council or Central Bedfordshire Council.

Those living closer to the school will be accorded the higher priority. The distance will be measured from a point at the home address identified in the Local Land and Property Gazetteer to the (for St Martin de Porres) school gate on Pastures Way, (for St Margaret of Scotland) the main school entrance of the school site on





Rotherham Avenue, (St Vincent's) the main school gate, St Mary's the main school gate, determined by the Governing Body of the school. Priority is not given within each criterion to children who meet other criteria.

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Further details regarding the application procedures are given in the Local Authority's booklet.

### **St Martin De Porres Nursery**

Having consulted the LA and other admission authorities in accordance with the requirements of the law, the Trust in consultation with the Local Governing Body has set its planned admission number of 24 pupils for pupils eligible for 30 hours funding and 12 pupils eligible for 15 hours funding (6 places for the morning session and 6 places for the afternoon session), giving a total of 30 places for our Nursery. Places will be allocated on a first come, first served basis and parents can apply from the first school day of the Autumn Term for the following September. Admission to the Nursery does not guarantee admission to the primary school.





## St Mary's Nursery

Having consulted the LA and other admission authorities in accordance with the requirements of the law, the Trust in consultation with the Local Governing Body has set its planned admission number of 26 pupils for our Nursery. Places will be allocated on a first come, first served basis and parents can apply from the first school day of the Autumn Term for the following September. Admission to the Nursery does not guarantee admission to the primary school.

## St Vincent's Nursery

Having consulted the LA and other admission authorities in accordance with the requirements of the law, the Trust in consultation with the Local Governing Body has set its planned admission number of 23 pupils for our Nursery. Places will be allocated on a first come, first served basis and parents can apply at any time. Admissions are considered each term and places are offered to start in the September, January and April following the child's third birthday. Admission to the Nursery does not guarantee admission to the primary school.

## Additional Information

The Trust operates an equal preference system which means all applications are considered against each of the above criteria, regardless of any indicated preference ranking.

1. All parents/carers whose application was successful or unsuccessful will be informed in writing of the outcome of their starting school (Year R) application on the offer date set out in the coordinated admission scheme. The coordinated admission scheme will be published on the Council's website on the school admissions pages, the scheme will be updated on an annual basis.
2. The decision of the Admissions Committee and its reasons for not offering a place (Year R) will be explained along with the parent/carers right to lodge an appeal against the decision including detail of how and to whom such appeal should be lodged.
3. The Admissions Committee will keep a waiting list of those children who have not been offered a place. For the new Reception intake, the names will be held on the waiting list until 31 July 2021, however, applications received in the summer term 2021 will remain on the waiting list until 31 July 2022. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

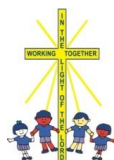
For all other year groups, unsuccessful applications received from the start of the autumn term 2020 until the end of the spring term 2021 will be placed on a waiting list until 31 July 2021. Applications received from the start of the summer term 2021 to the end of the academic year will be placed on a waiting list until 31 July 2022.

4. A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses an original Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic if they are supported by a letter from their parish priest confirming their enrolment and attendance on the programme (for starting school admissions in 2020 this means a child needs to be enrolled and attending the catechumenate programme before the deadline for applications on 15 January 2020).





5. A looked after child who is in the care of a local authority in England, or being provided with accommodation by a local authority in England in the exercise of their social services functions (Section 22(1) of the Children Act 1989. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
6. A sibling is defined as brothers or sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school at the time of admission to fit into the Admissions Criteria.
7. Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract for 2 or more years, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.
8. A pupil's home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.
9. If a pupil moves into the admissions area outside the normal admissions round (or after the allocation process has been completed) there can be no guarantee of a place at the school if this would mean exceeding the admissions number. All applicants in this category will be considered against the admissions criteria set out above. Parents can apply directly to the school.
10. Overriding priority will be given to pupils who have a statement of Special Educational Needs or an Education Health and Care plan which names the school. Priority may also be given to the admission of "hard to place" pupils in accordance with Luton's or Central Bedfordshire's In-Year Fair Access Protocol for Primary Schools.
11. A Christian is defined as 'a member of one of the Churches Together in Britain and Ireland' at the time when admission decisions are made. Proof of church membership must be provided by the appropriate church leader.
12. An equal preference system means that all first, second and third preference applications are considered equally against the school's admissions criteria.
13. Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances. Where parents have submitted an application form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places. Late applications and late changes of preference will be processed as soon as possible after the offer date. Late applications for a place at both St Margaret of Scotland and St Martin de Porres Primary





Schools should be routed through Luton Local Authority in accordance with coordinated admission arrangements. For St Mary's and St Vincent's, late applications should be routed through Central Bedfordshire Local Authority in accordance with coordinated admission arrangements.

## Appeals

Any pupil refused the offer of a place has the right of appeal to an independent appeals panel. Parents can lodge an appeal by writing to the Admissions Clerk of the school to which you are applying. Appeals, in the normal admission round for Year R will be heard within 40 school days of the deadline for lodging appeals. For late applications or in-year admissions, appeals will be heard within 30 school days of the appeal being lodged. In respect of appeals for Years 3, 4, 5 and 6 the Independent Appeals Panel will decide on:

- Whether the school's admission arrangements comply with the School Admissions Code and Part 3 of the School Standards and Framework Act 1998.
- Whether the arrangements were correctly applied.
- Whether the admission of another student would prejudice the efficient education and use of resources within the school.

The panel exercises its discretion balancing the degree of prejudice to the school against the appellant's case for the child being admitted, before arriving at a decision.

In respect of appeals for Years R, 1 and 2 where infant class size limits have been reached an appeal panel can only offer a place to a child where it is satisfied that either:

- The child would have been offered a place if the admission arrangements had been properly implemented.
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or:
- The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## School Transport

Information on eligibility for assistance with transport can be found in the LA's 'How to Apply for a School Place for September 2020 Guide' produced by Luton Borough Council or in the case of Central Bedfordshire Council, you can find this on their website under Home to School Transport. Eligibility criteria are also set out in the Council's Home to School Transport Policy.

## Deferred Entry

The School admits children into Reception classes in the September prior to the child's fifth birthday. Parents/carers can choose to defer their child's entry to school, or take up a part time place, until he or she is of compulsory school age, providing the full time place is taken up within the same academic year.



Therefore:

Children born between 1/9/15 - 31/12/15 can defer their place until January 2021.

Children born between 1/1/16 - 31/8/16 can defer their place until April 2021.

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 1/4/16-31/8/16, who would like their child to start Year 1 in September 2021 would need to reapply for admission at a later date. These applications would be treated as an 'in-year' admission request and a place would only be offered if there were vacancies in the year group.

Parents/carers wishing to defer their child's entry to school or take up a part time place must put their request in writing to the Headteacher, ideally within 21 days of being offered a place by the Local Authority.

### **Admission of Children Outside of their Normal Age Group**

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Starting School (Year R) admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.





## APPENDIX 1

### CHURCHES TOGETHER IN BRITAIN AND IRELAND

<https://ctbi.org.uk/member-churches/>

#### African-instituted churches

Cherubim and Seraphim Council of Churches

#### Anglican churches

Church of England  
Church in Wales  
Scottish Episcopal Church  
Church of Ireland

#### Baptistic Churches

Baptist Union of Great Britain

#### Bodies that group churches across different traditions

Evangelische Synode Deutscher Sprache in Grossbritannien  
Council of African and Caribbean Churches

#### Congregational churches

Congregational Federation  
Undeb Yr Annibynwyr Cymraeg (Union of Welsh Independents)

#### Lutheran Churches

Lutheran Council of Great Britain  
The following Lutheran churches are represented on the Council:  
Danish, Estonian, Finnish, German, Hungarian, Icelandic, Latvian,  
Lutheran Church in Great Britain (English, Amharic, Chinese, Polish,  
Swahili and Tigrinya), Norwegian, Polish and Swedish.

#### Methodist Churches

Methodist Church  
Methodist Church in Ireland  
Wesleyan Holiness Church  
Independent Methodist Churches

#### Orthodox churches

Armenian Orthodox Church  
Greek Orthodox  
(Oecumenical Patriarchate: Archdiocese of Thyateira & Great Britain)  
Exarchate of Orthodox Parishes of the Russian Tradition  
(Ecumenical Patriarchate)  
Romanian Orthodox Church

#### Oriental Orthodox churches

Coptic Orthodox Church

#### Council of Oriental Orthodox Churches of the United Kingdom and the Republic of Ireland

Member churches:  
Armenian Apostolic Church  
Coptic Orthodox Church (incorporating the British Orthodox Church)  
Ethiopian Orthodox Church  
Eritrean Orthodox Church  
Indian Orthodox Church  
Syrian Orthodox Church (incorporating the Malankra Syrian Orthodox Church)

#### Pentecostal Churches

Baptistic Churches with roots in the twentieth century Pentecostal revival, practising a variety of spiritual gifts, including speaking in tongues. Those in membership with CTBI are mainly 'Black-majority' churches, with their main focus in the African and African Caribbean communities.

Apostolic Pastoral Congress  
Church of God of Prophecy  
International Ministerial Council of Great Britain  
**Joint Council of Churches for All Nations (JCCAN)**  
(formerly Joint Council of Anglo Caribbean Churches – JCACC)  
Member churches:

Building of the Temple (Ecclesia of God)  
Latter Rain Outpouring Revival Church  
Pentecostal Church of God  
The International City Mission Church  
Pentecostal Church of Jesus Christ Inc  
Church of God in Christ United  
Mount Zion Holiness Church  
New Way Pentecostal Fellowship  
Faith Restoration Outreach Ministry  
New Testament Assembly Christian Centre  
Pentecostal Assembly  
Pentecostal Church of God (Leyton)  
New Testament Church of God  
New Testament Assembly

#### Reformed Churches

Churches with their roots in that part of the sixteenth century Reformation led by Calvin, Zwingli and others. A particularly significant figure in the Scottish Reformation was John Knox. The Presbyterian Church of Wales owes more to the Calvinist strand of the eighteenth century evangelical revival.  
Church of Scotland  
United Reformed Church  
United Free Church of Scotland  
Presbyterian Church of Wales

#### Roman Catholic Church

The Western element of the two parts into which the Church divided at the great schism at the end of the first millennium. Roman Catholics are in communion with the Pope in Rome. In each nation, the church is organised under a conference of bishops, which has responsibility among other things for deciding the language of worship.  
Roman Catholic Church in England and Wales  
(Catholic Bishops' Conference of England and Wales)  
Roman Catholic Church in Scotland  
(Bishops' Conference of Scotland)  
Roman Catholic Church in Ireland – Associate Member  
(Catholic Bishops' Conference of Ireland)

#### Other Traditions

Mar Thoma Church  
Moravian Church  
Religious Society of Friends (Quakers)  
Religious Society of Friends in Ireland  
Salvation Army





**Appendix 2 – Supplementary Admission Form for Catholic Schools in Luton, Dunstable and Houghton Regis**

Child's full name			
Full Address			
Home phone number			
Mobile number			
Date of Birth		Gender	Male/Female
Religion (Catholic applicants must provide the child's original Baptismal Certificate to be photocopied)			
Catholic	Yes/No	Parish of:	
If you are not a Catholic please provide the name, address and telephone number of a Minister of Religion who knows you and your child and will support your application. (Please inform your minister that you have given his/her name for this purpose).			
Details of Minister of Religion:			
Other Christian	Details...		
Other Non-Christian	Details...		
Baptism details	Date and address of Parish/Church		
Details of siblings already attending school	Name:	Name:	Name:
	Class:	Class:	Class:
Details of parent/carer 1	Name:	Address:	
		Phone number:	
Details of parent/carer 2	Name:	Address:	
		Phone number:	

