



St Mary Magdalen's Catholic Junior School
Linacre Road
Willesden Green
London NW2 5BB
Tel: 020 8459 3159

Admissions Policy, Criteria and Applications Guidelines 2011-2012

Mission Statement

As a Catholic School, St Mary Magdalen's aims to provide the experience of a living and worshipping community, with a prominence for a knowledge and understanding of the content of the faith. For this reason Christ must be at the very centre of the School where we try to:

- Create a family atmosphere
- Form solid work habits
- Encourage real sharing
- Develop an openness to the world

This is the end that provides an education which is attentive to the individual, open to the world and based on the Gospel.

St Mary Magdalen's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to a child for whom application is made.

As a Catholic school, we aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all the families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The governing body has sole responsibility for admissions to this school and intends to admit 90 pupils to Year 3 in the school year which begins in September, 2011.

Applications Procedure

From September 2011 if you wish to make an application for this school either at the beginning of the school year or at any time during the school year you will need to contact your local council to complete their Common Application Form. You will also need to complete the school's Supplementary Information Form which you can download from our website, pick up from the school or the council and return it to the Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions. All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by Brent Council on behalf of the Governing Body. Unsuccessful applicants will be placed on the waiting list.

1. For Year 3 applicants applications must be made on the Borough Common Application Form. The School Supplementary Form and the Priest's Reference Form should also be completed for applicants to be considered under the faith criteria.

2. The Common Application Form should be returned to the Borough. Completed Supplementary Forms and Priest's Reference Forms should be returned to the School by 3:00pm on the closing date – Friday 15th January 2011. Priority will be given to applicants who submit both forms.
3. All parent/guardians will be informed of the result of their application by Friday 4th April 2011.
4. In the case of oversubscription a waiting list will be maintained. Priority will be given as in Note 1 below. If necessary 'tie break' procedures will be followed.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Appeals Procedure

In the case of a child not being admitted to the School the parents/guardian may follow the appeals procedure. Parent/guardians wishing to appeal should write in the first instance to the Chair of Governors.

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Please refer to 'Waiting Lists' below.

If you wish to appeal against the decision not to offer your child a place at this school you should submit your appeal in writing to the Chair of Governors at the school. Parents/carers should appeal within 12 school days from the date of notification that their application was unsuccessful.

Appeals will be heard by an Independent panel within 40 school days of the appeal being lodged, or before the end of the summer term, whichever is sooner.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the Local Authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria but with the following modifications:

- Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children
- Other children without an offer of a school place are given priority immediately after other 'looked-after' children.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on the waiting list.

Waiting Lists

Lists will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above) throughout the school year. A child's position on the waiting list will be determined by how they meet the oversubscription criteria and not in the order in which applications are received.

This means that a child's position on the list can go down as well as up, depending on the child's circumstances and those of the other applicants. The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to Brent Council's Admission Service. When a place becomes available the Governing Body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Oversubscription Criteria

1. Applications from 'Catholic looked-after children'.
2. Applications from baptised Catholic children from practising Catholic families resident in the Parish of St Mary Magdalen's, Willesden Green and the Church of the Transfiguration, Kensal Rise, whose application is supported by their Parish Priest. *Please refer to the maps which are attached to the School Supplementary Form.
3. Applications from baptised Catholic children from practising Catholic families resident in those Parishes - St Agnes, Cricklewood; St Mary and St Andrew, Dollis Hill; Shrine of Our Lady, Willesden - whose

boundaries meet those of the Parish of St Mary Magdalen's, Willesden Green, and whose application is supported by their Parish Priest.

4. Applications from other practising Catholics.
5. Applications from other baptised Catholic children.
6. Applications from other looked after children.
7. Applications from Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose parent/guardians wish them to have a Catholic education and whose application is supported by their minister.
9. Children of other faiths whose parent/guardians wish them to have a Catholic education and whose application is supported by a religious leader.
10. Applications from any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

Note 1: Within each oversubscription criterion applicants will be ranked in the following order:

- Top priority will be given to a child who has a special pastoral, social or medical need which can be best met at this School and whose application is supported by the local church or health authorities. Governors will apply this priority to applications that provide compelling evidence to support this need at the time of the application.
- 2nd priority will be given to siblings who will continue to be on roll on the date of admission. In the case of half or step-siblings priority will be given providing they reside at the same address.
- 3rd priority will be given to children transferring from the Convent of Jesus and Mary Infants School. There is no automatic transfer from the Convent of Jesus and Mary Infants School to St. Mary Magdalen's, parents must complete a separate application form.

Note 2: In each case of the above categories, where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Note 3: In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Governors will, in the first instance, randomly select the child to offer the place to. The Governors will also inform the parents that they may prefer the other, or another child, have the place instead of the child initially randomly selected.

Tie Break

In the case of a tie break where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest the School.

Distance

For the purposes of this policy distances will be measured by the shortest public walking route from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system), (with those living closer to the school receiving the higher priority). A public right of way is one which is determined by The Countryside Act 1968. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating distance travelled. If you would like a copy of The Countryside Act 1968 please contact the Brent School Admissions Service on 020 8937 3110.

Notes (these form part of the oversubscription criteria)

"Looked after child" has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

"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 who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

"Practising Catholic" means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis. The governing body will expect this practice to be verified by a reference from a Priest in the standard format laid down by the Diocese.

"Catechumen" means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

"Eastern Christian Church" includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

"Parents/Family Members" means a parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the family unit at the same address as the sibling.

"Exceptional Needs". To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

Address:

**Chair of Governors
St Mary Magdalen's Catholic Junior School
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