

**ST. MARY'S CATHOLIC SCHOOL**  
**ADMISSIONS POLICY - Additional Notes**

**1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

**2. Definition of Looked After Children**

'A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).

**3. Definition of Sibling**

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 same family unit at the same address as that sibling.

**4. Definition of Staff**

A member of staff includes all school staff who are under the direct employment of the governing body of St. Mary's Catholic School.

**Tie-breaker**

Where there are places available for some, but not all applicants within a particular category, distance from home address to school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO CODE uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

**Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

**Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

**Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31<sup>st</sup> December, 2016.

All admissions are determined by the Governing Body. The Governing Body supports the LA's co-ordinated approach to admissions and will adopt the equal preference principle. Appeals against any decision of the Governing Body should be submitted to:

**The Secretary of the Appeals Board**  
c/o St. Mary's Catholic School  
Benton Park Road, Newcastle upon Tyne. NE7 7PE

The written appeal must set out the grounds on which the appeal is made.