



ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL ADMISSION POLICY

The purpose of this document is to clarify the basis and procedures by which pupils of primary school age may be admitted to St Mary's Roman Catholic primary school.

St Mary's is a Catholic School under the trusteeship of the Archdiocese of Liverpool. It is maintained by the Isle of Man Department of Education, Sport and Culture. The DESC has set its capacity number at 290 pupils.

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school asks all 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 faith of this school to apply for and be considered for a place here.

AGE ON ADMISSION TO PRIMARY SCHOOL

Pupils are normally admitted to the Reception Class of a primary school at the beginning of the academic year in which they will have their fifth birthday. For a summer term born child parents do have the right, should they wish, to delay their child's entry to school until the beginning of the term **following** their fifth birthday, that is the September following their fifth birthday. Please contact DESC if considering deferring your child's entry to school.

There is normally only one intake per year, at the beginning of the Autumn Term. Registration is required prior to a child's entry to school, and registration forms should be completed and submitted to the school no later than the end of January of the year prior to the child starting school (often termed the Pre-school Year).

The Governors reserve the right to limit the number of non-baptised children in any year group to a maximum of 10% (up to 10%).

Admissions to the school will be determined by the Headteacher and Governing Body. If capacity is reached then the following criteria listed will be considered **and, where there are more applications than the number of places available (290), the following set of criteria will be applied:**

Looked after children and previously looked after children within the St Mary's school catchment area.

Baptised Catholic children resident from any parish on the Isle of Man.

Policy and Guidance on Admission to Primary Schools is, *younger siblings may attend the same school as an older brother or sister (even if it is not the 'natural' school associated with their parents' place of permanent residence) as long as the older child is still attending that school on the day that the younger child starts his or her attendance.*

Children from other Christian denominations or of other faiths, where proof of Baptism or confirmation of membership of a faith group is provided by an appropriate faith leader. Such a person may be a Minister of Religion or Religious leader within that faith.



Other children within the catchment area of St Mary's R.C. School.

"The Roman Catholic Parishes of the churches of St Anthony's, Onchan, St Joseph's, Willaston and St Mary's of the Isle, Douglas are designated as the catchment area of St Mary's Roman Catholic Primary School, Douglas".

Notes:

- A. All applications submitted to the Headteacher and Governing Body will be considered equally and included in the school's submission of pupil numbers to DESC.
- B. For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.
- C. A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.
- D. A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.
- E. The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.
- F. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, 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.
- G. In the case of families living apart, "parents' place of permanent residence" is, in all cases, taken to be the place of permanent residence of the parent with whom the child normally resides during the period Monday - Friday when schools are open. School may ask the parents for proof of address.
- H. **SIBLING RULE** As per IOM DESC's Policy and Guidance on Admission to Primary Schools is, *younger siblings may attend the same school as an older brother or sister (even if it is not the 'natural' school associated with their parents' place of permanent residence) as long as the older child is still attending that school on the day that the younger child starts his or her attendance.*



- I. A waiting list for children who have not been offered a place will be kept. The waiting list will be retained until at least the end of December of the relevant year of the admissions process. Parents will be informed if they have a place by the February of the admission year.
- J. If an application for admission has been turned down by the Governing Body, parents can appeal. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision will be reviewed by the Headteacher and Governing body. The final decision will be made by the Chair of Governors of St Mary's R.C. school before the start of the new academic year.
- K. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- L. If a child is a "summer born child", parents can request that the date their child is admitted to school is deferred to the next school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year.

Equality

At St Mary's R.C. Primary School, in line with the 2017 Equality Act, we aim to:

- Eliminate discrimination.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

The Admissions Policy has been drafted in consultation with the Archdiocese of Liverpool and the Department of Education, Sport and Culture.

This Policy to be read in conjunction with:

Religious Education Policy
Pupil Induction Policy
Staff Induction Policy
Equality Act 2017
Inclusion Policy

Approved by Governors – April 2025

Reviewed annually

Handwritten signature (Chair of Governors)
Ratified at Governors meeting 17.6.24