

St Matthew's Catholic Primary

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school. The governing body has responsibility for admissions to the school and intends to admit 30 pupils to reception in the school year which begins in September.

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend St Matthew's Catholic Primary School.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order
3. Baptised Catholic children with siblings who attend St Matthew's Catholic Primary School
4. Baptised Catholic Children who live in the defined area.
5. Other Baptised Catholic Children.
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend St Matthew's Catholic Primary School.
7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order
8. Other children with siblings who attend St Matthew's Catholic Primary School.
9. Other children.

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'Straight line distance' will be used as the measure. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation. Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation.

Application Procedures and Timetable

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority, by the closing date in accordance with their timetable for allocations to Primary Schools. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid. If parents/carers feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form (SIF) and provide the required evidence. The SIF must be submitted to the school by the closing date in accordance with the Local Authority's timetable for allocations to Primary Schools. Failure to provide a SIF could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence. Parents or carers will be advised of the outcome of their applications on the date as specified in the Local Authority's Timetable for Allocations to Primary School. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

The full admissions policy is available from the school.