ST. MARY'S
MENSTON

Policy

Admissions
(for admission 2027)

ST MARY'S MENSTON
A CATHOLIC VOLUNTARY ACADEMY

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The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by guarantee, registered in England and Wales.
Company Number: 8399801. Registered Office: St. Mary's Menston, A Catholic Voluntary Academy, Bradford Road, Menston, LS29 6AE

Our Purpose

We are a pilgrim school and we journey with Mary to become the person God intends us to be.

ST MARY'S MENSTON, A CATHOLIC VOLUNTARY ACADEMY

ADMISSION POLICY 2027-2028

St Mary's Menston, a Catholic Voluntary Academy was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The Bishop Wheeler Catholic Academy Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 200 pupils to Year 7 in the school year which begins in September 2027. The local Academy Council has delegated responsibility for admissions.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Admission to the Sixth-Form

The school operates a sixth form for a total of 400 pupils. 200 places overall will be available in year 12. While the admission number is 200, if fewer than 200 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 200.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Where there is a space in year 13 i.e. where there are fewer than 200 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children with a sibling who attends St Mary's Menston, a Catholic Voluntary Academy (see note 6)

3. Catholic children who live in the primary school defined areas of St. Joseph's Catholic Primary School Otley, a Voluntary Academy; Ss Peter and Paul Catholic Primary school, a Voluntary Academy; Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy; St. Mary's Horsforth Catholic Voluntary Academy; St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy; St. Stephen's Catholic Primary School Skipton, a Voluntary Academy; and go to the Catholic primary schools serving those areas. (see note 4)

4. Catholic children who live in the above-named defined areas. (see note 4)

5. Catholic children who currently attend one of the Catholic primary schools (listed in 3 above) but do not live in the defined area.

6. Other Catholic children. (see note 3)
7. Other looked after and previously looked after children with a sibling who attends St Mary's Menston, a Catholic Voluntary Academy. (see note 2 & 6)

8. Other looked after and previously looked after children. (see note 2)

9. Members of an Eastern Christian Church. (see note 5)

10. Other children with a sibling who attends St Mary's Menston, a Catholic Voluntary Academy. (see note 6)

11. Other children who currently attend one of the following Catholic feeder primary schools St. Joseph's Catholic Primary School Otley, a Voluntary Academy; Ss Peter and Paul Catholic Primary school, a Voluntary Academy; Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy; St. Mary's Horsforth Catholic Voluntary Academy; St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy; St. Stephen's Catholic Primary School Skipton, a Voluntary Academy.

12. Any 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 priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by the Local Authority admissions team; the program measures the straight-line distance from a defined Local Land and Property Gazetteer (LLPG) point on the main school building to a defined point on your home address. The point they measure to at your home address is set by the LLPG, which provides coordinates for every property. If the Local Authority are not able to match your address with the LLPG then they will identify a point at the centre of your home. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see note 9).

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (Year 7), you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 6 or 9. The Supplementary Information Form should be returned to The Admissions Team, St. Mary's Menston, a Catholic Voluntary Academy, Bradford Road, Menston, LS29 6AE (ja.hughes@stmarymenston.org) **by the 31st October 2026.**

You will be advised of the outcome of your application on 1st March or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 6 or 9, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2026.

Late Applications

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Miss J Hughes, Clerk to the Academy Council, St. Mary's Menston, a Catholic Voluntary Academy, Bradford Road, Menston, LS29 6AE at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into

account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be automatically added to the waiting list in line with Leeds LA co-ordinated admission arrangements. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the academic year.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. If you wish to make and application please contact the school, The Admissions Team, St. Mary's Menston Catholic Voluntary Academy, Bradford Road, Menston, KS29 6AE (ja.hughes@stmarysmenston.org) or visit the school website for details of the application process.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a church in 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, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.

4. Defined area is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Please see school website www.stmarysmenston.org/Admissions/Join-Us-In-Year-7/

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

6. Sibling(s) (brother or sister) includes:

   (i) children with a brother or sister (including siblings, step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

   (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application

7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

8. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. Random allocation – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.