

Application for First Time Admissions at St Mary's Church of England Primary School

Dear Parent/Carer

We welcome your application for a place here at St Mary's Church of England Primary School.

We are an academy within [RISE Multi-Academy Trust](#). Admissions are coordinated by your Local Authority (LA), but within RISE, Directors are the Admissions Authority. Responsibility for the operation of this policy is delegated to the Local Governing Body of the academy, who allocate places according to our Admissions policy. This means it is necessary to contact both the school and the LA to apply for a place. When Governors have considered your application and a decision has been made, the LA will write to you directly with the result.

Your local authority will notify parents of places for first time admissions (into our Reception year group) in April of the calendar year when your child is due to begin school. You will need to fill in a form for the Governors and to apply online to the LA. If you cannot apply online, you can contact them for a paper copy on 0116 305 6684.

In the LA application you are asked for the catchment school. If your child has his or her permanent home in our school catchment (please see map in our admissions policy), then please name St Mary's Church of England Primary School. If your child lives outside this area, then your catchment school will be another local school. You can select St Mary's as your first preference school, but you must name another school as your second preference if you are out of catchment or you may not get a place at your own catchment school should your application to us be unsuccessful.

Should you wish to appeal against the decision, you will have until the end of May to do so. Appeals will be dealt with by the Diocesan Independent Appeals Process during June and July.

You will be informed about the school's usual practice for our EYFS new entrants starting with us. Dates for starting arrangements will be given out well in advance at meetings for new parents but can be supplied on request.

We hope that you find this information helpful in making your application. If you have any enquiries, please contact the school and we will be pleased to help you: office@stmarys.risemat.co.uk or 01664 562500.