

# **St Mary's Catholic Primary School**



*By Faith and Love*

**2024 - 2025  
ADMISSIONS POLICY**

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for the children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its trust deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body 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. This does not apply to applications made In-Year (see page 5), the Governing Body has responsibility in this instance.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

#### **MULTIPLE APPLICATIONS**

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN (Planned Admission Number).

#### **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC) AND CHILDREN OF UK SERVICES PERSONNEL**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan or children of UK Services Personnel will reduce the number of places available to other children (see notes).

#### **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. Baptised Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic child where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

3. A baptised Catholic child of a Catholic teacher, with a Certificate of Catholic Practice (CCP), who has been employed at the school for at least two years at the time of application
4. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who have a sibling at the school at the time of admission.
5. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who are resident in the parish of Our Lady of Lourdes and St Michael.
6. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who are **not** resident in the parish of Our Lady of Lourdes and St Michael.
7. Other baptised Catholic children without a Certificate of Catholic Practice (CCP).
8. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
9. Other children where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
10. A child of a teacher who has been employed at the school for at least two years at the time of application
11. Other children who have a sibling at the school at the time of admission.
12. Christians of other denominations with a certificate of baptism or a letter from a minister of religion confirming membership of the faith community.
13. Children of other faiths whose application is supported by a letter from a religious leader confirming membership of the faith community.
14. Other applicants.

### **APPLICATIONS IN PREVIOUS YEARS**

For the past nine years the governing body has been unable to offer places to any applicants beyond oversubscription criterion 5. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

### **TIE BREAK**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the school grounds to the applicants home or moorings address (including flats). If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. 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 by the local authority's computerised allocation system. All offers are subject to proof of address (or moorings bill) shown at the time of offer. Distances will be measured from the centre of the school from a point set on the ordnance survey map (505060.4 183873.09 AV) using the local authority's computerised measuring system.

### **APPLICATION PROCEDURE**

To apply for a place at this school in the normal admission round, you must complete an online Common Application Form from your local authority and complete the School's Supplementary Information Form (SIF). Whilst this is not compulsory, the

information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you **do not** complete both of the forms described above and return them by **15th January 2024**, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

### **OFFERS**

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about 16th April 2024 or the next working day. This information will be available online. Parents/carers should accept or decline the place as soon as possible.

### **LATE APPLICATIONS**

Applications received after the closing date will be dealt with after the initial allocation process has been completed under the LA procedures. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

### **RECEPTION YEAR DEFERRED ENTRY**

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also choose for their child to attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2024. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

It is not the custom of St. Mary's to accept admissions of children outside their normal age group, however, in exceptional cases a request can be made. A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1<sup>st</sup> April - 31<sup>st</sup> August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to Miss A Shevlin, Headteacher, St Mary's Catholic Primary School, Rockingham Close, Uxbridge UB8 2UA. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. Parents must have received the agreement of the governing body before any admission application for delayed entry is made. If permission is received then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related priority will be given. Applications cannot be held over from one academic year to the next. If permission is refused then parents must make their admission application at the normal time.

## **CONTINUED INTEREST LIST**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a continued interest list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st July 2025, unless applicants request in writing to remain on the list. **Inclusion in the school's continued interest list does not mean that a place will eventually become available.**

## **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no continued interest list the child will be admitted. If there is a continued interest list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a continued interest list. This continued interest list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

## **FAIR ACCESS**

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 admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 3 to 6 must submit a Certificate of Catholic Practice (CCP) by the closing date dated within a year of entry to school. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family. You will need to get a certificate signed for each Catholic school you are applying to which has a 'Certificate of Catholic Practice (CCP)' criterion.

## **NURSERY CHILDREN**

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending St Mary's Catholic Primary nursery **must** make a fresh application for reception to the local authority in the normal way.

## **RIGHT OF APPEAL**

If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should

you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 19th May 2023. Those wishing to lodge an in-year appeal should contact the school as soon as possible.

### **TEMPORARY ADDRESSES**

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements.

### **CHILDREN OF CROWN SERVANTS**

The School Admission Code requires that for families of Crown Servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

### **APPLICATIONS FROM ABROAD**

If your child holds a full British Citizenship passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purposes of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon. Evidence might include:

- Booked Flights
- End of lease/notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If evidence cannot be provided the application may not be processed.

### **CHANGE OF DETAILS**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

### **NOTES (these notes form part of the oversubscription criteria)**

*'An Education, Health and Care Plan' is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.*

**‘Looked after child’** 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 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 governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

**‘Adopted’.** An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

**‘Child Arrangements Order’.** A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

**‘Special Guardianship Order’.** A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in this category.

**‘Parent’** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

**‘Sibling’ ‘Brother’ or ‘Sister’** includes:

- i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
- 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 address as the applicant.

**‘Catholic’** means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, 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.

**‘Certificate of Catholic Practice (CCP)’** means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be

issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

**‘Children of other Christian denominations’** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**‘Children of other faiths’** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**‘Resident’** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to all admission arrangements.

**‘Distance from school’** means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to the centre of the school from a point set on the ordnance survey map (Grid Ref TQ 05060 {X Easting} 83873 {Y Northing}) using the local authority’s computerised measuring system. If



*distances are identical, the Governing Body will draw lots in the presence of an independent witness.*

**Determined by Full Governors February 2023.**

(Last consultation - 2021-22 policy 19/11/19 to 14/01/2020)