

# St Mary's Catholic Primary School



## Admissions Policy 2024-2025

**Legal Status:** Statutory  
**Last Review:** March 2022  
**Review date:** March 2023  
**Next Review:** March 2024  
**Responsible Person:** Governing Body

### **Mission Statement**

"The family of St Mary's strives to grow in God's love and care by learning together and valuing the uniqueness of each person."

**Signed by Chair of Governors:**

**Signed by Headteacher:**

## **Admissions Policy 2024-2025**

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for 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 Jesus Christ. Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all the 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 published admissions number (PAN) for the school is 30 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2024. Applications are invited from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2023 and 31<sup>st</sup> August 2024.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. Where the final place is offered to a child who has other siblings applying for a place in the same year, these siblings will also be admitted.

In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to a child for whom application is made.

### **Applications Procedure for Reception Admission**

From September 2024 if you wish to make an application for a Reception place at this school, the procedure will be as follows:

1. Contact your local council or if a Hammersmith and Fulham resident, contact Hammersmith and Fulham Council's Admissions Service on 020 7745 6434 or visit [www.lbhf.gov.uk/admissions](http://www.lbhf.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to complete the Common Application Form.
2. You will also need to complete the school's Supplementary Information Form which you can download from our website or pick up from the school office.
3. The Certificate of Catholic Practice may also be completed (provided by the priest at the parish where the family normally worships or downloadable from the Diocesan website) – but this is not an essential part of the application process.
4. Your on-line admission should be submitted or your completed Common Application Form should be returned to your local authority by 15<sup>th</sup> January 2024.
5. Completed Supplementary Forms and Certificates of Practice should be returned to the School by 3:00pm on 15<sup>th</sup> January 2024. It is important that those applying under the religious criteria complete both forms in order that the oversubscription criteria can be properly applied.
6. All parent/guardians will be informed of the result of their application on or about the 15<sup>th</sup> April 2024.

All applications will be considered in line with our published admission arrangements. Late applications (arriving after 15<sup>th</sup> January 2024) will be dealt with after all the initial offers have been made. Outcomes of applications will be sent to you by your local council on behalf of the Governing Body.

### **Applications Procedure for In-Year Admissions**

Applications for in-year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria with the following modifications:

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 waiting list. This waiting 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 decide who is at the top of the list so that an offer can be made.

### **Exceptional Need**

The Governing Body will give top priority after the appropriate category of looked-after children, to an application 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.

### **Pupils with an Educational Health Care Plan**

The law provides a separate admissions procedure for pupils in the above category. The home Local Authority of the pupil is responsible for managing and maintaining the Education and Health Care Plan of such pupils. Pupils with this school named in their EHC Plan will be admitted to the school. Further information is available in the Special Educational Needs and Disability Code of Practice.

### **Fair Access Protocols**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the 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 Diocese 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.

### **Multiple Births**

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc, the remaining child (ren) will also be offered a place, even though it will mean exceeding the published admission number.

### **Right of Appeal**

If your application is unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Parent/guardians must be informed of the appeals timetable in the letter of refusal.

Parent/guardians wishing to appeal should write in the first instance to the Chair of Governors. Parents/carers have a minimum of 20 school days in which to appeal. The deadline for appeals is 19th May 2023.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in this policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

### **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. Applications from Catholic looked after and previously looked after children
2. Applications from baptised Catholic children from families resident in the Parish of Holy Trinity, Brook Green, whose application is supported by a Certificate of Catholic Practice and who have a sibling in the school at the time of admission in September 2024.
3. Applications from baptised Catholic children from families resident in the Parish of Holy Trinity, Brook Green, or whom St Mary's is the nearest Catholic school.
4. Applications from other baptised Catholic children.
5. Applications from other looked-after or previously looked-after children.
6. Applications from children of Catechumens and members of an Eastern Christian Church whose application is supported by a baptism certificate and/or letter of entry into the order of catechumens.
7. Christians of other denominations whose application is supported by either a certificate of baptism or by a letter from their minister confirming membership of the faith community.
8. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership of the faith community.
9. Applications from any other applicants.

**Tie Break**

In the case of a 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 the School.

**Distance**

For the purposes of this policy, the distance will be measured by the Local Authority.

**Admission of Summer Born Children**

Parents may now request that their summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August 2020 be admitted to Reception in September 2025 following his/her 5<sup>th</sup> birthday. Parents should inform the Chair of Governors of this request at the time of application (15.01.24). An application must then be submitted in the usual way. This application will be treated in the same way as all other applications and ranked according to the oversubscription criteria. There is no guarantee that an offer will be made.

**Deferred Entry**

Parents can defer entry for their child until their child is statutory school age. Statutory school age begins the first day of term after your child's 5<sup>th</sup> birthday. Parents cannot however defer entry for children born in the summer term for the whole school year; they must start by 1<sup>st</sup> April 2025. Parents wishing to defer entry must contact the school advising them on this after a place has been offered. Parents can also request that their child attends part-time until their child reaches statutory school age.

**Children educated outside their chronological age group except summer born children**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.'

There is no automatic transfer from Nursery to Reception Class.

## Notes (these form part of the oversubscription criteria)

**"Adoption"** means children who have proof of adoption.

**"Catechumen"** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

**"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.'

**"Certificate of Catholic Practice"** 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 the 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, acknowledging 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 of CYTUN 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' 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.

**"Christian"** for the purposes of this policy, means a member of one of the Churches affiliated to "Churches Together in Britain and Ireland".

**"Eastern Christian Church"** includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

**'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.

**"Parents"** means the adult or adults with legal responsibility for the child.

**"Parish Boundaries"** for the purposes of this policy, Parish boundaries are shown on the attached map.

**"Child Arrangements Order"** A child arrangement order is an order under the terms of the Children Act 1989 section 8, which defines it as an order settling the arrangements to be made as the person with whom the child is to live.

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

**"Sibling"** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**"Special Guardianship Order"** A special guardianship order is an order under the terms of the Children's Act 1989 section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

**"Summer Born"** Children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2020

**Address:**

Chair of Governors  
St Mary's Catholic Primary School  
Masbro Rd  
W14 0LT  
London