

St Mary's Catholic Primary School



Admissions Policy 2027-2028

Legal Status:	Statutory
Last Review:	September 2024
Review date:	September 2025
Next Review:	September 2026
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."

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 is the admission authority and has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2026. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. Applications are invited from families whose child reaches his/her 4th birthday between 1st September 2025 and 31st August 2026.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

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.

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

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.

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.
2. Catholic children resident in the Parish of Holy Trinity, Brook Green, or for whom St Mary's is the nearest Catholic school.
3. Other Catholic children.
4. Other looked-after or previously looked-after children.
5. 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.
6. 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.
7. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership of the faith community.
8. Any other applicants.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

Applications Procedure for Reception Admission

From September 2026 if you wish to make an application for a Reception place at this school, the procedure will be as follows:

1. You must 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 or www.eadmissions.org.uk to complete the Common Application Form (CAF).
2. You should also complete the school's Supplementary Information Form which you can download from our website or pick up from the school office, if you wish to apply under oversubscription criteria 1-3 and 5-7.
3. Your on-line admission should be submitted or your completed Common Application Form must be returned to your local authority by 15th January 2026.
4. Completed Supplementary Information Forms should be returned to the School, with all supporting documentation, by 3:00pm on 15th January 2026. It is important that those applying under the religious criteria complete both forms in order that the oversubscription criteria can be properly applied.
5. All parent/guardians will be informed of the result of their application on or about the 15th April 2026.

All applications will be considered in line with our published admission arrangements. Late applications (arriving after 15th January 2025) 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 Admission Authority.

Applications in previous years

In recent years, the admission authority has been pleased to offer places in all categories.

Applications Procedure for In-Year Admissions

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. Application should be made **to St. Mary's Catholic Primary School** by contacting **School office Admissions**

St Mary's RC Primary School Masbro Road W14 0LT

[St Mary's Catholic Primary School - Home \(stmarysrc.lbhf.sch.uk\)](http://stmarysrc.lbhf.sch.uk)

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.

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 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 Admission Authority 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 Admission Authority for the current school year. The Admission Authority has this power even when admitting the child would 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 2026.

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.

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. 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.

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 1st April and 31st August 2022 be admitted to Reception in September 2026 following his/her 5th birthday. Parents should inform the Chair of Governors of this request at the time of application (15.01.26). 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 5th birthday. Parents cannot however defer entry for children born in the summer term for the whole school year; they must start by 1st April 2026. 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. The Admission Authority 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. Application to the reception class of the school must be made in the normal way, to the home local authority.

Notes (these form part of the oversubscription criteria)

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.

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.

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.

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.

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

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 CYTŪN 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.

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.

Resident 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.

Sibling includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or 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 home address as the child who is the subject of the application.

Address:

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