

**St Marys Catholic Primary School**

*'Learning together in Faith and Love'*

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## **ADMISSION POLICY**

### **2022-23**

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**ARCHDIOCESE OF WESTMINSTER/ROYAL BOROUGH  
OF KENSINGTON & CHELSEA**

**St Marys Catholic Primary School  
East Row, North Kensington, London W10 5AW**

## **2022 - 2023 ADMISSIONS POLICY**

St Mary's Catholic Primary School 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 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.

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 the admission arrangements.

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. The governing body has set its admission number at 60 pupils to the Reception year in the school year which begins in September, 2022.

The governing body 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 Published Admissions Number ("PAN").

### **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 with a Certificate of Catholic Practice who are resident in the parish (es) of Our Lady of the Holy Souls, North Kensington and Church of the Transfiguration, Kensal Rise; for whom St. Mary's is the nearest Catholic school.
3. Baptised Catholic children, from practising Catholic families, who have siblings at the school at the time of admission.
4. Other Catholic children who are resident in the parish(es) of Our Lady of the Holy Souls, North Kensington and Church of the Transfiguration, Kensal Rise; for whom St. Mary's is the nearest Catholic school.
5. Other Catholic children.

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6. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
7. Christians of other denominations whose application is supported either by a Certificate of Baptism or by a letter confirming membership from their Minister of Religion.
8. Any other children.

## Exceptional Need

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.

## Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the

## 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 governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## APPLICATION PROCEDURES 2022 - 2023

To apply for a place at this school in the normal admission round, 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 4 and 6. The **Supplementary Information Form** should be returned to the school office by the **15<sup>th</sup> of January 2022**.

You will be advised of the outcome of your application on **16<sup>th</sup> April 2022** 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 will not be placed in criteria 1 to 4 or 6, and this is likely to 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 15<sup>th</sup> January 2022.**

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## Late Applications

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

## Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, 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 and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Chair of Governors at the school at the same time as the admission application is made. The governing body 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 head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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.

## Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. 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 22<sup>nd</sup> of July 2021.

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

## **In-Year Applications**

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. 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 order of the oversubscription criteria and not in the order the applications are received. When a place becomes available, the Governing Body will re-rank the list and make an offer.

## **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## **Right of Appeal**

If you are unsuccessful, you may ask 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. 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.

## **Change of details**

If any of the details on either of your forms change 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.

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

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<b>Looked after Children</b>	'Looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
<b>Catholic</b>	'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 who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
<b>Certificate of Catholic Practice</b>	' <b>Certificate of Catholic Practice</b> ' 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 <a href="http://rcdow.org.uk/education/governors/admissions/">http://rcdow.org.uk/education/governors/admissions/</a>
<b>Special Guardianship Order'</b>	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).
<b>Child Arrangements Order</b>	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
<b>Eastern Christian Church</b>	Includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church
<b>Family</b>	<i>Those individuals who live at the residential address of the parents and/or legal guardians who are submitting an application for a place on behalf of a child.</i>
<b>Sibling</b>	'Sibling' means brother or sister to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship

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	does not apply when the older child(ren) will leave before the younger one starts.
<b>Parent</b>	Parent' is defined as the person or persons who have legal responsibility for the child.
<b>Catechumens</b>	'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.
<b>Home Address</b>	'Home address' is defined as the place where the child lives for more than 50% of the school week.
<b>Social Needs</b>	To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor, or priest.
<b>Resident</b>	A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
<b>Children of other Christian denominations"</b>	<p><i>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.</i></p> <p><i>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.</i></p>

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<b>Children of other faiths</b>	<p>This 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:</p> <ul style="list-style-type: none"><li>• A religion which involves belief in more than one God, and</li><li>• A religion which does not involve belief in a God.</li></ul> <p>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.</p>
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