Diocese of Westminster

St Agnes' Catholic Primary School

Rainhill Way London E3 3ER Tel 020 8980 3076

Admissions Policy Reception 2027/2028

St Agnes' 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 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 these 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[1] . The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to the reception year in the school year which begins in September 2027.

Applications are welcome from families whose child was born between 1st September 2022 and 31st August 2023.

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.

Priority will be given, within each criterion, to children of permanent teaching staff, where the staff member has been employed at the school for at least two years at the time of application.

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.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:-

1. Catholic 'looked after' children and previously `looked after' children in UK (PLAC) or overseas (IAPLAC) , who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parish of Our Lady and St. Catherine of Siena.
4. Other Baptised Catholic children with a Certificate of Catholic Practice.
5. Other Baptised Catholic children.
6. Other 'looked after' children and previously `looked after' children in UK (PLAC) or overseas (IAPLAC) who have been adopted or made subject to child arrangements orders or special guardianship orders.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

7. Catechumens and members of an *eastern Christian Churches not in full communion with the Church of Rome.*

8. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minster of Religion confirming membership.

9. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership.

10. Any other children.

In all of the above criteria first priority (after those with exceptional need) will be given to children who will have a brother or sister attending a Reception, Infant or Junior class <u>within each</u> criterion at St. Agnes School at the time of admission.

EXCEPTIONAL NEED

The admission authority 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 **need of the child** which can only be met at this school **<u>within each</u>** criterion.

APPLICATIONS IN PREVIOUS YEARS

For the past three years the admission authority has been able to offer places to any applicants up to criterion (10).

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 applicant's home to the school. The measurement will be conducted by the school using the Local Authority Measuring System.

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

APPLICATION PROCEDURE 2027-2028

In order to make an application, you **<u>must</u>** complete an online **Application Form (CAF**) from the Local Authority in which you live. Paper copies are available on request. You **<u>should</u>** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the admission authority to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF together with all other relevant paperwork required for your application (in person or by post) to Ms Ann Shields in the school office at St Agnes' Catholic Primary School, Rainhill Way, London E3 3ER or via email to info@st-agnes.towerhamlets.sch.uk.

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 may not be placed in criteria 1 to 5 or 7 to 9, and this may 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 15th January 2027.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This Certificate is available from your priest and the diocesan website at www.rcdow.org.uk/schools/governors/admissions Parents should fill in the top box of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship), for signature. It is the parent's duty to ensure that the CCP is submitted to Ms Ann Shields in the school office within the deadline.

You will be advised of the outcome of your application on 16th April 2027 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.

LATE APPLICATIONS

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

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St. Agnes Primary School nursery **must** make a fresh application for reception. As a result all necessary documents must be resubmitted.

WAITING LIST

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 the Policy and not in the order in which applications are received or added to the list. Names are removed from after one year, unless applicants request to remain on the list. At this point all applications will be shredded.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

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 the EHC Plan will 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.

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 admission authority reserves the right to withdraw the place, even if the child has already started at the School.

IN-YEAR ADMISSIONS

In-Year Admissions are made directly to the school or via the local authority naming the school. Parents would need to complete the school's SIF as well as an application form from the LA. 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 admission authority 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 admission authority 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. At this point all applications will be shredded. The local authority will be informed of the offer as soon as it is accepted.

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 request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2028.

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 1st April and 31st 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 and delivered to St Agnes' Primary School at the same time as the admission application is made. The admission authority 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 admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

NOTES: (these notes form part of the oversubscription criteria)

'EHCP' 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.

'**Parent'** 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

'Sibling' means brother or sister and 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.

'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 letter from a priest 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).

For a child to be treated as Catholic, evidence of 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 laws of the Church.

Certificate of Catholic Practice means a certificate given by the family's parish priest (or the priest in charge of the church where the family practices) 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/

'**Catechumen'** means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order into the Catechumens for a child aged 7 or over.

'Eastern Christian Church' includes Orthodox Churches, and is normally 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, 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.

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.

'Parish Boundaries' – for the purposes of this Policy, parish boundaries are available on request.

'Distance from the school'. *we use the Local Authority's measurement system as follows:-*
The measurement from home to school is measured by the Local Authority and is determined using a computerized mapping system (GIS) in conjunction with a route finder, Ordnance Survey maps and Post Office address data. The distance is measured from the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take account of the location of pedestrian crossing points. Distances measured by other means, i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the Authority's distance calculation is incorrect. The Local Authority's measurement system is designed to be reliable and accurate.