



## ***Our Lady's Catholic Primary School***

### ***Admissions Arrangements, 2024/2025: agreed by the Governing Body on Monday 5<sup>th</sup> December 2022.***

***Our Lady's Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Board also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.***

***30 Pupils will be admitted to the Reception Year in 2024/2025. Although parents may wish to defer their child's school place until the start of the term following their fifth birthday the school does have the facilities to admit these children at the beginning of the academic year in which their birthday falls.***

***The maximum number of pupils in any Key Stage 1 class (Years R, 1 and 2) for each academic year is 30. This conforms to the Government's policy of limiting infant class sizes to a maximum of 30 pupils.***

1. The Governors plan to admit 30 children born between 1 September 2019 and 31 August 2020 inclusive without reference to ability, race, gender or class to the school in September 2024.
2. Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school will be admitted. As a result of this the published admission number will be reduced accordingly.
3. Priority will be given to an applicant who is a member of a practising Catholic family who submits a Supplementary Form, and for whom there is a clerical reference confirming his/her regular religious practice. ***For Categories B and C below, the strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then once or twice a month (occasional or irregular) etc.***

4. In accordance with the Coordinated Admissions Arrangements, all applications will be ranked according to the following criteria, applied in order, and places will be offered on behalf of the Governors by the Local Authority in the ranked order, with Category A having the highest priority, followed by Category B, and so on.

### **Category A**

Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.

### **Category B**

Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Form.

### **Category C**

Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.

### **Category D**

Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.

### **Category E**

Children who are members of Eastern Orthodox Churches. Evidence of baptism will be required. The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches.

1. Alexandrian liturgical tradition:
  1. Coptic Catholic Church (patriarchate):
  2. Eritrean Catholic Church (metropolia):
  3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
  1. Maronite Church (patriarchate):
  2. Syriac Catholic Church (patriarchate):
  3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
  1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
  1. Chaldean Catholic Church
  2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
  1. Albanian Catholic Church (apostolic administration):
  2. Belarusian Catholic Church (no established hierarchy at present):
  3. Bulgarian Greek Catholic Church (apostolic exarchate):
  4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
  5. Greek Byzantine Catholic Church (two apostolic exarchates):
  6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):

7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
8. Macedonian Catholic Church (an apostolic exarchate):
9. Melkite Greek Catholic Church (patriarchate):
10. Romanian Church United with Rome (major archiepiscopate):
11. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):
12. Ruthenian Catholic Church (a sui juris metropolia, an eparchy & an apostolic exarchate):
13. Slovak Catholic Church (metropolia and an eparchy):
14. Ukrainian Catholic Church (major archiepiscopate):

A copy of the child's baptism certificate will be required.

### **Category F**

Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a dedicated place of worship will be required. A full up to date list of Churches that are members of Churches Together in England (CTE) can be accessed from the CTE website - <http://cte.org.uk/>

### **Category G**

Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.

### **Category H**

The child of an applicant who expresses a wish for the child to attend the school.

### **Tiebreaker**

Where there are more applications than places remaining in any of the above categories, the order in which places will be allocated will be determined by the following:

- a) *Sibling priority*: A child who will have a brother or sister in the school at the start of the year of admission. Evidence of the relationship may be required. If within the school's published admission number a place has been offered to a child of multiple births (twins, triplets etc.), places will be offered to all the children of that birth even if doing so takes the school above its published admission number.
- b) *Social/Medical*: Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- c) *Proximity*: The distance from home to school, measured in a straight line, is shorter than that of other applicants. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

The tiebreaker is independently supervised.

## 6. Explanatory notes:

"Catholic baptised" is used to mean holy baptism into the Catholic Church. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome; a baptismal certificate or evidence of reception into the Catholic Church for the child must accompany the supplementary information form; "parent" is used to mean a person exercising parental responsibility under the 1989 Children Act;

Looked After Children and previously Looked After Children:

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society;

"sibling" means – natural brother or sister (including adopted siblings)  
step-brother or sister  
foster brother or sister  
those who live as brother or sister in the same house.

## 7. **Pupils with an Education, Health and Care Plan (EHCP) –**

The admissions of pupils with an EHCP are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHCPs by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHCP naming the school will be admitted without reference to the above criteria.

8. The timing of the stages of the admissions process will follow that of the Kent Coordinated Scheme for Primary Admissions: The dates of relevant events are:

Prospectus available for parents: *November 2023*

Closing date for receipt of applications: *January 2024*

Notification of allocation decisions: *April 2024*

9. Admission of children below compulsory school age – The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

10. Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address, by the date specified in the Kent Coordinated Scheme for Primary Admissions. Parents/Carers have the right to make oral representations to the Appeal Panel.

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

11. After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- 1. when a parent has failed to respond to an offer within a reasonable time; or
- 2. when a parent has failed to notify the school of important changes to the application information; or
- 3. the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

12. Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a **waiting list**. The waiting list, which will be maintained until July 2025, will be operated using the

same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The school's waiting list will be re-ranked, in line with the published oversubscriptions criteria, every time a child is added.

### **13. Admission of children outside of the normal age group**

Parents seeking a place for their child outside of their normal age group, because their child may be a summer born child or have experienced ill health may prefer not to send their child to school until the September following their fifth birthday. They can request that they are admitted out of their normal age group.

Requests for admission outside of the normal age group should be made in writing to the Headteacher as early as possible in the admissions round associated with that child's date of birth to allow the Governing Board sufficient time to make a decision before the closing date.

Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. If the school agrees to accept a deferred application for entry into Reception Year the following year, the application for the normal point of entry will be cancelled and the place will be offered to a different child.

Parents are not expected to provide evidence to support their request to defer their application, however, where provided; it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of their decision and to which year group the child should be admitted, the governors will set out clearly the reasons for their decision.

Deferred applications must be made via paper CAF to the LA, with written confirmation from the school attached. Although requests for admission outside the normal age group may be agreed in principle, it does not guarantee that a place will be offered the following year as deferred applications will be processed in the same way as all other applications for the cohort in the following admissions round. Offers will be made in accordance with the school's oversubscription criteria.

While parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## Supplementary Information Form

This form should be completed when applying for a place in a Catholic School in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2 and forward the form to the school to which you wish to apply. If you are not a Catholic, please hand the form to your minister or equivalent who will add his or her reference in Part 3.

**Note: You must also complete and return a Common Application Form (available from the school and/or Local Authority)**

**PART 1** *(To be completed by all parents or carers)*

School to which you are applying: \_\_\_\_\_

Address of school: \_\_\_\_\_

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child: \_\_\_\_\_

Religion/Denomination: (eg Roman Catholic) \_\_\_\_\_ Boy ☐ Girl ☐

Date and place of Baptism (if applicable): \_\_\_\_\_

Parents' names: \_\_\_\_\_

Parents' religions/denominations: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_ (Mother/Father/Carer)

If **Catholic**, indicate which Mass you normally attend: Saturday at \_\_\_\_\_ (time)  
or Sunday at \_\_\_\_\_ (time)

Parish in which you live (eg Holy Innocents, Orpington) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years. If you have recently moved to the parish please give details of your previous parish  
\_\_\_\_\_

How often do you attend Mass? ☐ weekly ☐ once or twice a month ☐ less often

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest). *(Continue on a separate sheet if necessary)*

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent/carer Date: \_\_\_\_\_

**PART 2 (To be completed by Catholic priests only)**

**A. For all schools:**

I am satisfied that the child is a baptised Roman Catholic or a Church that is in full communion with Rome

Yes ☐

No ☐

**B. For schools requiring evidence of practice:**

<u>PARENT/CARER</u>	<u>CHILD</u>
Are the parents known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the child known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>	Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>
Occasional attendance at Mass (i.e. once or twice a month) <input type="checkbox"/>	Occasional attendance at Mass (i.e. once or twice a month) <input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>	Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>
How long have the parent(s) attended your church? _____	How long has the child attended your church? _____

I am satisfied that the child is enrolled in the catechumenate

Yes ☐

No ☐

Please comment, if appropriate, **only** to clarify the Mass attendance above:

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 (To be completed only by ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent asking them to complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community ☐

The family is not known to me ☐

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions to the priest, minister or other faith leader:**

Please complete and return this form by..... to the Clerk to the Governors at the Catholic school indicated overleaf.