



St Catherine Catholic Primary School **Admissions Policy 2025-2026**

St. Catherine Catholic Primary School is a voluntary aided school in the Diocese of Westminster. 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 Governance, and seeks at all times to be a witness to 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. 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 Reception in September 2025 is 30. Applications are invited for September 2025 from families whose children were born between 01/09/2020 and 31/08/2021. Applicants may defer entry to school up until statutory 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 deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached.

Oversubscription Criteria

Where the number of applications on behalf of children exceeds 30, the Governors will offer places, in the order stated, using the following criteria:

1. Catholic looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or a special guardianship order including those 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.
2. Baptised Catholic children from families resident in the outlined boundary of St Catherine's Parish, fully supported by a Certificate of Catholic Practice. Baptismal certificate required if not of St. Catherine's Parish. See attached boundary map.
3. Baptised Catholic children from any Catholic Parish who are supported by Certificate of Catholic Practice and provide a Baptismal certificate.
4. Baptised Catholic children from families resident in any Catholic Parish who provide a Baptismal certificate.
5. Other looked after children (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after, became a subject to an adoption, child arrangements, or special guardianship order including those 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.
6. Catechumens and Members of other Eastern Christian Churches
7. Other Christian children, whose application is supported either by a certificate of baptism or by a letter from a minister or faith leader confirming membership of the faith community.
8. Children from other faiths whose application is supported by a letter from a minister of the faith community.
9. Any other Children.

Exceptional Needs

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.

The following order of priorities will be applied, after those with exceptional needs, when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- A. **Children who have siblings attending St Catherine Catholic Primary School at the time of admission.**
- B. **Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.**

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. The Centre of the school grounds will be used as the start of the measuring point. All offers are subject to proof of address (or moorings bill) shown at the time of offer. Distances will be measured from the Centre of the school from a point set on the Ordnance Survey map (505060.4 183873.09 AV) in a straight line to the child's home or moorings address (including flats) using the local authority's computerised measuring system. The home address is where the child resides for 50% or more of the school week. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

Multiple applications

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Nursery Children

Parents of children attending the Nursery school must make a fresh application for the Reception class.

Application procedure

Parents will be required to complete the Common Application Form (CAF) from their local authority either online or on paper. The CAF will also be available from any Primary School or the Admissions Team, London Borough of Hillingdon, 4E/09 Civic Centre, High Street, Uxbridge, UB8 1UW from the beginning of the Autumn Term. To be treated as 'on time' the CAF must be emailed or returned to the local authority, with documenting evidence of address and child's date of birth, by 15th January 2023. Parents living outside of the Hillingdon Borough must complete a CAF form for their Borough of residence either on line or on paper and return it to the address on the CAF.

Parents may express up to six preferences for primary schools on the CAF.

In addition to the CAF supplied by the LA, the Supplementary Information should be completed and sent to the School Secretary by 15th January 2025. You should complete the Supplementary Information Form in order that the Governors can consider the application fully.

The Supplementary Information Form (SIF) is obtainable from the school and is also obtainable from the school website: www.stcatherineprimary.co.uk.

You can collect the forms from the school or contact the school and ask for them to be sent to you.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice by the closing date. The Certificate is available from the parish in which the family normally worships or from the diocesan website. It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time.

Offers of places will be sent to parents on the national offer date of 16th April 2025.

Pupils with an Education Health 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 their EHC plan will be admitted.

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 for which the application was made, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2025.

Summer born Children

If a parent wishes his/her child to be educated outside his/her normal age group, i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Children educated outside their chronological age group (except summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

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

Appeals

If you are 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 set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. 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. Appeals should be made to the Admissions Appeals Clerk at the school address. Appellants have the right to make oral representations to the Appeal Panel. Appeals must be submitted to the school in writing by 31st May 2025.

Late Applications

Any late applications, that is, those submitted after the published closing date in the 'Starting Primary School' brochure 2025/2026, will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If the school is oversubscribed it is very unlikely that late applicants will obtain a place. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In Year Admissions and Waiting Lists

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 more applications are received than there are places available 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 to 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 re-rank the list and an offer will be made.

Temporary Addresses

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements.

Children of Crown Servants

The School Admission Code requires that for families of Crown Servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

Applications from Abroad

If your child holds a full British Citizenship passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purposes of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon. Evidence might include:

Booked Flights

End of lease/notice to tenants in property

Start of employment contract in area

End of employment contract abroad

If evidence cannot be provided the application may not be processed.

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 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.

Definition of Terms Used in this Policy:

'**Catholic**' means a member of a Church in full communion with the See of Rome. This included 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 included a looked after child living with a family where at least one of the parents is Catholic.

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 www.rcdow.org.uk/admissions

Sibling is defined as brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters living at the same address. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

“Catechumens and Members of other Eastern Christian Churches” Catechumens: are persons who wish to be baptised and have been accepted into the Order of Catechumens by the appropriate liturgical rite.

“The Eastern Christian Churches”: (other than the Eastern Catholic Churches) include the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic 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 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’ 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 **‘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 at the time of making an application to the school).

A **‘Child arrangement 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.

A **‘special guardianship order’** is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately before the order is made qualify in this category.

‘Parent’ should be defined as the person or persons who have legal responsibility for the child.

‘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 resided at that address for any part of the school week.

An **adopted child** is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

Date ratified by Governors _____

Signed by Chair _____