



ADMISSIONS POLICY 2027-2028

That all may have life - life in all its fullness

Our Mission Statement

The aim of our school is excellence in education in accordance with the teachings of the church.

We recognise that everyone is unique and has something to offer and we seek to develop each child's potential in a learning community where all are respected. We want every child to achieve and experience success.

Working in partnership with children, their parents, our parish and the wider community, we promote Christ's teaching as found in the Gospel so that 'all may have life, life in all its fullness'.

We aim to ensure this is done by;

- Praying together
- Living and working together as a loving, caring and forgiving community
- Valuing the experience and diversity of every person in our community
- Encouraging the children to achieve of their best – mentally, emotionally and spiritually
- Helping all in our community to experience the joy of learning and working together

Admission Policy

St. Margaret Clitherow is a Voluntary Aided Catholic Primary School in the Diocese of Southwark in which Religious Education is at the heart of the curriculum. 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.

As a Catholic School, Catholic doctrine and practice underpins everything we do and it is essential that the Catholic character be fully supported by all families in the school.

Although the school exists primarily to serve the Catholic community and Catholic children always have priority of admission, the Governing Body welcomes applications, (subject to availability of places), from those of other denominations and faiths who support its religious ethos.

Responsibility for admission rests with the Governors who are the admitting authority. Having consulted with the Local Authority and other admission authorities the Governors intend to admit 30 pupils, at one point of entry, to the Reception Class in the school year which begins in September.

The admissions criteria are the same for both nursery and the main school, however separate applications are required.

Reception

Children will be admitted for full-time schooling in September of the academic year in which they become of statutory school age (that is the September following the child's 4th 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. If entry is deferred, the place will be reserved and not offered to another child. With regard to requests for children to be educated outside the chronological year group, the school follows the Royal Greenwich's procedures as stated in the booklet "Primary Schools in Royal Greenwich"

www.royalgreenwich.gov.uk/admissions

How places will be allocated

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

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care
2. Baptised Catholic children, in possession of a Certificate of Practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Catholic Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
8. Any other children

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications

i.Children with a sibling living at the same address attending the school at the time of the child's admission. Sibling means a full/half/step brother or sister.

i.Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest). The decision will be based on the evidence provided. The supporting evidence should set out the particular reasons why the school in question is the most suitable school, and the difficulties that would be caused if the child had to attend another school.

i. Baptised children of UK service personnel with a confirmed posting in Royal Borough of Greenwich will need to provide an official letter (ie from the MOD) which declares a relocation date and a unit postal address or quartering area address.

ii. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system. Evidence of residence may be required. 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.

Notes:

a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins).

c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.

d. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a 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 application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

e. A looked after child has the same meaning as in section 22 (1) of the Children Act 1989 that is a 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. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted.

Admission Procedures

The Common Application Form (CAF) required by the Local Authority and the Certificate of Practice should be completed and received at the school not later than the national closing date for primary schools. The Certificate of Practice is not mandatory and is only required for those applying under Criteria 2 of the model policy. You are advised to retain a copy of the certificate. Offers of places will be sent to parents by their home Local Authority on the common offer date.

Appeals Procedures

Parents of children who are not offered a place have the right to appeal to an Independent Appeal Committee under the 1998 School Standards and framework Act. Appeals must be made in writing and must set out the reasons on which the appeal is made. Parents wishing to appeal should obtain an appeal form from the school office. The form should be sent to the Clerk of the Appeal Committee, c/o the school, within 20 days of the notification of the decision.

Infant classes are restricted to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

the admission of additional children would not breach the infant class size limit; or 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 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.

Parents/carers have the right to make oral representations to the Appeal Panel.

Education, Health and Care (EHC) Plan

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

Waiting List

If an application for a place in the school is unsuccessful, parents may ask for their child's name to be placed on a waiting list. The waiting list is operated using the same admission criteria as those used originally, although the inclusion on the waiting list does not guarantee that a place in the school will become available at any time in the future. Placement on the waiting list does not prevent parents from exercising their right to appeal against the decision, nor can it in any way affect the outcome of such an appeal. Waiting lists are maintained until the end of the academic year.

Late applications

In the event of there being any available places, late applications will be considered by the Governors' Admissions Committee, using the above criteria. 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

The school manages its own in-year applications for admission to primary school. Application forms for in-year admissions are available from the school office. Forms should be completed and returned to the school office along with copies of the baptismal certificate (if available)

Families will be contacted directly by the school to arrange for the child to visit the school. The school participates in the Local Authority's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over those children on the school's waiting list and those pending appeal.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year Reception), will also apply to succeeding years and be subject to the availability of places.