Admissions Policy 2027-2028

St Peter and St Paul Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. We aim to provide a Catholic education for all our pupils and 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. 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 Published Admission Number (PAN) for the Reception class at St Peter and St Paul Catholic Primary is 30 for the school year that begins in September 2027. The Governing Board is the admission authority and has responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2027. Applications for Reception Class are welcome from families whose child reaches his/her 4th birthday by 31 August 2027.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below. The school is conducted by its governing board 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.

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 Catholic children 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 are resident in the Parish of St. Peter and St Paul;
3. Baptised Catholic children from practising Catholic families with a Certificate of Catholic Practice who are resident in the Parish of St Joseph's Bunhill Row, St Mary Moorfields and St Peter's Italian Church.
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;
7. Children of Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by either a certificate of baptism or letter from their Minister of Religion.
9. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

i. The Governing Board will give top priority, within a category, 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.

ii. The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

MULTIPLE APPLICATIONS

The Governing Board will admit twins and all siblings from multiple births where one of the children is the last ranked with the School's PAN.

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.

FAIR ACCESS

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 local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

IN-YEAR ADMISSIONS

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 Board 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 Board 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 Board will decide who is at the top of the list and make an offer.

RECEPTION YEAR DEFERRED ENTRY

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 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 statutory school age is reached. Entry may not be deferred beyond statutory 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.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday 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 Reception applications for 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.

APPLICATION PROCEDURE 2027/2028

In order to make an application, you **must** complete an **application form on the local authority admissions system**. Paper application forms are available from your local authority upon request. You **should** also complete the **School's Supplementary Information Form (SIF)** available from the school office or school website. The information on the SIF enables the Governing Board to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person, this is to ensure the safety and authenticity of all documents) to the school office together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2028, the Governing Body will be unable to consider your application fully and your child may not be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed. The local authority will send the outcome on 16th April 2028.

Applicants applying under criteria 2-4 should submit a 'Certificate of Catholic Practice' (CCP) by the closing date. This form is available from the school and is signed by the priest at the parish where the family normally worships or from the diocesan website at www.rcdow.org.uk/schools/governors/admissions . The CCP is required from those wishing to be considered under oversubscription criteria 2 to 4. Those being considered under criterion 5 need a baptismal certificate only.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on 19th April 2028. This information will also be available on line. Parents/carers should accept the place as soon as possible.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception.

Parents of children attending St Peter and St Paul Catholic Primary nursery **must** make a fresh application for reception.

RIGHT OF APPEAL

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. 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. The deadline for appeals is Friday 31st May 2028.

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. Please note the waiting list is subject to change at any time. Names are removed from the list after one year, unless applicants request in writing to remain on the list.

EDUCATION, HEALTH AND CARE PLANS (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 to the school.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 should submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the School and also on the school website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

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

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' Children looked after/Previously looked after: This refers to children who are in the care of a local authority and children who have been adopted or made subject to a child arrangements order or special guardianship order) immediately after being looked after, including those who appear to have been in state care outside of England.

'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

'Child Arrangements Order'. 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.

'Special Guardianship Order'. 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' means the adult or adults with legal responsibility for the child**.**

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'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.

'Certificate of Catholic Practice' 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. Further details are available on 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 of Catechumens.

'**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, acknowledging 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 creedal 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 of 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.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries can be obtained from the School.

'Distance from school' means distance measured using a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by your local authority).

In a situation where two or more families live equidistant from the school, random allocation of the place will be given. A computerised system will be used for this purpose.