



Admissions Policy 2023/24

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St. Edward's Catholic Primary School was founded by the Sisters of Mercy to provide education for Catholic children. As a Catholic school, 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. The school welcomes applicants from all faiths and of none, and all applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for each Reception class at St. Edward's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit a total of 60 children in the school year, which begins in September 2023. Applications are invited from families whose child will reach his/her 4th birthday between 1st September 2022 and 31st August 2023.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

Within 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 for places 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 Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children.
3. Other looked-after children and previously looked-after children who have been adopted or made subject to child arrangements orders or special guardianship orders.
4. Any children who do not fall into the above categories.

EXCEPTIONAL NEED

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.

Thereafter in, each category, the following criteria will be used to place applicants in order of priority:

- (a) Those with a parent employed by the school for two or more years at the time at which the application for admission is made.
- (b) Those with a sibling at the school.
- (c) Distance from the school as determined by Westminster Local Authority.

Note: The Admissions Department at Westminster Local Authority have provided the following explanation of how their software measures the distance from home to school: *“Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child’s home address to the main school gate for pupils, as measured by the Local Authority’s computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.”*

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings (e.g. twins) applying for a place in the same class/year, these siblings will also be admitted.

PREVIOUS YEARS

For the past 3 years the school has been pleased to make offers to children in all categories.

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 Governing Body 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 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 of 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 make an offer.

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 once the offer of a place has been received. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond compulsory school age or beyond 1st April 2024. Applicants may also decide to send their child part-time until compulsory school age is reached.

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 and 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 ranked in the same way as all other applications and there is no guarantee that an offer will be made.

CHILDREN EDUCATED OUT OF CHRONOLOGICAL AGE GROUP (except Reception applications for summer-born children)

Any application for a child to be educated out of his/her age group should be made in writing to the Chair of Governors at the time of application. Governors will consider the evidence provided by the applicant and a decision will be made. If governors agree with the request, the applicants should submit an application in the normal way. The application will be ranked with all other applications and there is no guarantee that a place will be offered.

APPLICATION PROCEDURE

2023 – 2024

In order to make an application, you **must** register and complete the Common Application Form (CAF) through the e-admissions website for your home borough and submit it electronically. Paper forms are available from the local authority on request.

Through the e-admissions system, applicants will be able to apply for up to six maintained primary schools in order of preference. This form **must be completed regardless of where the applicant lives** and is the main basis of applications. This form must be submitted to your local authority by Saturday 15th January 2023.

Those applying under criterion 2 should also complete the St. Edward's Catholic Primary School **Supplementary Information Form (SIF)**. This form is obtainable from the school or the school website www.stedwardsprimary.org. The information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. Although completion of this form is not mandatory, if you do not complete it you may receive a lower ranking as governors will have no knowledge of your Catholicity. Please return the SIF (in person or by post) to school together with all other relevant paperwork required for your application.

St. Edward's Catholic Primary School Supplementary Information Form must be returned to the school by 15th January 2023.

This form must be returned to:

The Admissions Officer

St. Edward's Catholic Primary School

Lisson Grove,

London NW1 6LH

If you do not complete both of the forms described above and return them by 15th January 2023, the Governing Body may be unable to rank your application appropriately and it is unlikely that your child will be offered a place. Late applications, i.e. those received after 15th January 2023, will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on 17th April 2023. The information will also be available online on that date. Parents/carers should accept the place as soon as possible.

Parents of children attending the nursery must make a fresh application for Reception. Attendance at the nursery does not guarantee a place in 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. Appeals should be sent to the school by 26th May 2023. Please contact the school office for further information.

If required, the school will publish a timetable for organising and hearing admission appeals by 28th February 2023. This will:

include reasonable deadlines for those making an appeal to submit additional evidence, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties;

ensure that those making an appeal receive at least 10 school days' notice of their appeal hearing;

ensure that decision letters are sent within 5 school days of the hearing, wherever possible.

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 the list after one year, unless applicants request, in writing, to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice 2015. If your child has an EHCP, you must contact your local authority SEN officer. Children whose EHCP names this school will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms change 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.

NOTES (these notes form part of the oversubscription criteria)

‘Looked-after child’ has the same meaning as in S.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).

‘Adopted’. An adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

‘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 prior to the order 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 prior to the order 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 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. For the purposes of this policy, this includes a looked-after child who is part of a Catholic family and in the process of adoption where a priest’s letter demonstrates that the child would have been baptised or received were it not for their status as a looked-after child.

‘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.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to an address point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.