

St Saviour's RC Primary School



Pray Together, Learn Together, Stronger Together in Jesus

ADMISSIONS POLICY 2024-2025

Chair of Governors: Mrs J Chandler

Date: September 2023

Reviewed: Annually



Reception Admissions Policy & Procedures 2024/25

Mission Statement:

Pray Together, Learn Together, Stronger Together in Jesus

St Saviour's Catholic Primary School is a Voluntary Aided School in the Archdiocese of Southwark. It is in trusteeship of the Diocese, and was founded by the Catholic Church 'to provide education for children of Catholic families.' 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 Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their support for the aims and ethos of the School.

The Admissions Process for 2024/25:

The Governing Body has sole responsibility for admissions to the school and intends to admit 30 pupils without reference to ability or aptitude to the reception class in the school year, which begins in September 2024.

All applications for a place in Reception Class whether from Lewisham or elsewhere must be:

- a) Made on line via the applicant's home local authority at www.eadmissions.org.uk
- b) Applicants may also complete the Supplementary Information Form (SIF) available from St Saviour's Primary School Office or website at www.stsaviours.lewisham.gov.uk to support their application to a Catholic Primary School (this form must be completed and returned to the School before 15th January 2024).
- c) Applications made to the LA without a SIF being completed will be considered by the Governing Body under criteria 'K'.
- d) Submitted by the deadline prescribed by the LA

Offers of places will be sent to parents by their home local authority on the common offer date, as agreed by the Pan London Admissions Procedures.

Children who attend a Nursery Class attached to a primary school frequently transfer to the main school **but this cannot be guaranteed.** Parents of children attending St Saviour's Nursery **must apply** for a place in Reception Class in accordance with (a-d) above. These applications will be considered with other applicants at the appropriate time.

Consideration of Applications:

St Saviour's RC Primary School will consider all applications for places in accordance with the LA deadlines. Where fewer applications than the agreed admission number are received, St Saviour's Primary will offer places to all those who have applied.

Oversubscription Criteria:

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria below:

After the admissions of pupils with and Educational Health Care Plan (**EHCP**) or statement of special needs (SEN) where St Saviour's RC Primary School is named the criteria will be applied in the order in which they are set out below:

1. 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. This included Catholic children who appear (to the admissions 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 practising Catholic families (as demonstrated by the family and verified by the parish priest) and who are resident in the Parish of St Saviour's.
3. Baptised Catholic children from practising Catholic families (as demonstrated by the family and verified by the parish priest) and who regularly attend St. Saviours Catholic Church (Lewisham) but are resident outside the Parish.
4. Baptised Catholic children from practising Catholic families (as demonstrated by the family and verified by their parish priest) and who are resident in other parishes.
5. Other Baptised Catholic children.
6. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence of guardianship order.
7. Children of Roman Catholic Catechumens.
8. Baptised Eastern Orthodox children. Evidence of Baptism will be required.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the School and whose application is supported by a minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the School and who can provide evidence of regular practice of their faith.
11. Other applicants.

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. **For category 2), 3) and 4) above** - places will be offered first to those applicants who demonstrate 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, priority being given in order to those who attend mass weekly, then 3 times a month, twice a month and finally once a month.
- ii. **Sibling(s)** who will be attending the School at the proposed date of admission of the applicant and who is expected to be on the roll of the school after the intended date of admission. Evidence of the relationship may be required . Siblings must live at the same address as the child applying.
- iii. **Proximity to the School** Proximity to the School of the Candidate's home address. All distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Evidence of residence will be required. In the event that two or more identical applicants (ie. applicants living the exact home to school distance) qualify for the last available place will be allocated by drawing lots.

Definitions - For the purposes of the criteria set out above the following definitions will apply:

1. Children in public care (sometimes referred to as Looked After Children) are children who are in the care or interim care of a local authority pursuant to S31 & S38 of the Children Act 1989 or who are accommodated by a local authority, Pursuant to S20 of the Children Act 1989.
2. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Evidence of baptism or reception into the Church will be required.
3. Practising Catholic Families are defined as those who attend Mass on Sundays (family being the child and their immediate family/legal guardian).
4. Roman Catholic Catechumens are those who have a duly authorised certificate of enrolment in the Catechumenate.
5. East Orthodox children are those with a certificate of baptism from an Eastern Orthodox Parish.
6. The Parish Boundaries will apply as shown on the published Parish Boundary map as supplied by the Diocese of Southwark. page: 4
7. A sibling is the person who has the same natural father or mother or legal guardian as a pupil on the roll of the School at the time of admission and who shares permanent domicile with that parent/legal guardian and the pupil is already on the roll of the school and who is expected to be on roll at the intended date of admission.

The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can most appropriately be met at this School.

Operation of Waiting Lists

Subject to any provisions regarding waiting lists in the LEA's co-ordinated admission scheme, the School will operate a waiting list. Where in any year St. Saviour's School receives more applications for places than there places available, a waiting list will operate until the end of the autumn term/ 31 December of the year of admission. This will be maintained by St. Saviour's RC Primary School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 8 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

Arrangements for Appeals Panels

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

Infant classes are restricted by the legislation 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:- 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.

Fair Access Protocol

St Saviour's RC Primary School adheres to Lewisham's Fair Access Protocol. A copy of which can be found at <https://www.lewisham.gov.uk/myservices/education/schools/school-admission/Pages/Fair-accesspolicy.aspx> .

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHCP) Plan

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and 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 a statement or EHC plan naming the school will be admitted without reference to the above criteria.

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.



**Parish Boundaries of
St. Saviour's R.C. Church – Lewisham**
(as supplied by the Diocese of Southwark)