



St Edmund's Catholic Primary School
299 Westferry Road, London E14 3RS



ADMISSIONS POLICY

School Mission Statement: Through Christ We Learn

Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have adopted a number of key policies to ensure that the principles of Catholic Social Teaching, in relation to human dignity and dignity in work, become embedded into every aspect of school life, and these policies are reviewed regularly in this regard.

Policy approved by:	School Business Manager	Date: Sept 2025
Date of next review	September 2026	
Responsibility for Policy:	Governing Board	
Review Cycle: this Policy will be renewed by: the FGB/Curriculum/Finance Committee* Annually		

Summary of changes to this Policy

(this should only be completed for Statutory Policies)

[illegible]

Admissions Policy 2025/26

St Edmund's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 the reception class at St Edmund's is 30. The Governing Board has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2025. Applications are invited from families whose child will reach their 4th birthday between 1st September 2024 and 31st August 2025.

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.

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.

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 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 have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of St Edmund's, Millwall.
4. Other baptised Catholic children.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Any other children.

Exceptional Need

The Governing Board 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.

Previous Years

For the past nine years the governing board has been unable to offer places to any applicants beyond over-subscription criterion 4. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

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 as determined by the Local Authority measurements.

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 board 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 governing board for the current school year. The governing board has this power even when admitting the child would mean exceeding the published admission number.

Application Procedure 2025/26

In order to make an application, you **MUST** complete the application form online at www.eadmissions.org.uk. You **should** also complete the school's **Supplementary Information Form (SIF)**. 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, by post or e-mail) to St Edmund's Catholic Primary School, together with all other relevant paperwork required for your application. If you do not complete both processes described above and return them by 15th January 2025, the Governing Board will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

Please note: Applicants who are applying on behalf of children who are already attending our nursery have no automatic right of entry to the reception class. You must make a new application using the supplementary forms.

Certificate of Catholic Practice

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the parish office or the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. 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 and agrees that you are a practising Catholic family.

The local authority will write to you on behalf of the governing board with the outcome of your application on or about Wednesday, 16th April, 2024. This information will also be available online. Parents/Carers should accept or decline the place as soon as possible.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Nursery Children

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending St Edmund's nursery **must** make a fresh application.

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, listing your reasons for making an appeal. Appeals must be submitted to the school in writing by Thursday 15th May 2025.

Waiting List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above 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*. If your child has an EHCP you must contact your Local Authority SEN officer. Children with this school named in their EHC Plan will be admitted.

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.

In-Year Admissions

Applications for In-Year admissions are made through Tower Hamlets and a CAF must be completed. We will also need a SIF to be completed and returned 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, the 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 re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it is offered.

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 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 1st April 2025.

Admission of children outside their normal age group

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.

NOTES: these notes form part of the oversubscription criteria)

‘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).

‘Adopted’ – an adopted child is any child who has been formally adopted and whose parent/guardian can give proof of 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 who were ‘looked after’ immediately before the residence order was made qualify for 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 who were ‘looked after’ immediately before the special guardianship order was made qualify for 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 and step or foster 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 the 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 full communion of the Catholic Church.

‘Certificate of Catholic Practice’ means a certificate issued by the family’s 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. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if she or he 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 at, www.rcdow.org.uk.

‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘resident’ – a child is deemed to be resident at a particular address when s/he resides there for more than 50% of the school week.

‘distance from school’ we use the Local Authority’s measurement system as follows:-

the measurement from home to school is measured by the Local Authority and is determined using a computerized mapping system (GIS) in conjunction with a routefinder, Ordnance Survey maps and Post Office address data. The distance is measured from the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take account of the location of pedestrian crossing points. Distances measured by other means, i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the Authority's distance calculation is incorrect. The Local Authority's measurement system is designed to be reliable and accurate.