ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL

RECEPTION ADMISSIONS POLICY 2025-2026

St Francis of Assisi 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 governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 45 pupils to the reception year in the school year which begins in September 2025. **Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2024 and 31st August 2025**.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

For those who apply under criteria 2 and 3, parents should provide the completed Certificate of Catholic Practice. This should be signed by the Parish Priest and endorsed with the parish stamp. Parents should provide a baptismal certificate for their child. All documentation must be received by the application deadline.

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 immediately following having been looked after (Previously looked after children) Previously looked after children also includes those children who appear (to the admission 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, 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 Francis of Assisi.

4. Baptised Catholic children with a Certificate of Catholic Practice who are NOT resident in the Parish of St Francis of Assisi.
5. Other baptised Catholics.
6. Other "looked after children" and children who have been adopted or made subject to child arrangements orders or special guardianship order immediately following having been looked after (previously looked after children). Previously looked after children also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by either a certificate of baptism or a letter from their Minister of Religion confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership of the faith community.
10. Any other children.

Where the offer of places to all the applicants in any of the categories above would lead to oversubscription, the following provisions will be applied:

Exceptional Needs

The admission authority will give top priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral needs* of the child which can only be met at this school. Claims for an exceptional medical or pastoral need to be taken into account must be made at the time of the application and not retrospectively. It is the needs of the child for a place at the school which will be considered by the governors, not those of other family members. Each application will be considered on an individual basis. To demonstrate an exceptional social, medical or pastoral need of the child, which can only be met at school, the admission authority will require compelling written evidence from an appropriate professional ie: doctor, social worker or priest.

Children of Staff

Within each category, priority will be given to children of staff where the staff member has been employed at the school for at least two years at the time of application.

Siblings

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category, so that the application will be placed at the top of the category in which the application is made.

Tie Break/Distance Measures

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on basis of a straight line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] (using the local authority's computerised measuring system on the following basis [the Ordnance Survey system and the Geographical Information system]. In the event of distances being the same for two or more children

where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Education, Health and Care Plans (EHCP)

The admission of pupils with an 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 EHCP will be admitted.

Late Applications

Applications received after the closing date, will be dealt with after the initial allocation process is completed.

Appeals

The Education Act of 1990 makes provision for appeals against a decision of the Governors in respect of admission. All unsuccessful applicants have a right to appeal. Appeals must be logged by the appropriate date 19th May 2025 at 5.00 pm. The appeals timeline can be obtained from the school office/website.

Application Procedure

In order to make an application, you **must** complete an **e-admissions** from your Local Authority and return it to them. Paper forms are also available from your Local Authority on request. All applicants **must** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the admission authority to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF via our google form link which is on the admissions part of the website. A paper copy can be sent to parents on request. This should then be returned to the school, St Francis of Assisi Primary School, Treadgold Street, W11 4BJ, 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 the closing date **15th January 2025 at 5.00 pm**, the admission authority will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process is completed.

The LA will notify you on National Offer Day (on or about 17th April 2025) of the outcome of your application to Reception Class.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made to the Royal Borough of Kensington and Chelsea: In-year primary admissions | Royal Borough of Kensington and Chelsea (rbkc.gov.uk). The School's supplementary form and accompanying documents must be returned to the School. Where there is no waiting list the Local Authority will be notified and the child will be admitted. If more applications are received than there are places available then applications are ranked by the admission authority in accordance with the oversubscription criteria. If a place cannot be offered then you may ask 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 admission authority in the order of the oversubscription criteria and not in the order in which the applications are received. At the end of the academic year the School will write to applicants on the waiting list to ask whether they want their application transferred to the next academic year. If a response is not received within the stipulated time names will be removed. When a place becomes available the admission authority re-rank the list so that the Local Authority can inform the parent that the School is making an offer. You can find the information on our website in the In Year Admission section.

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 to remain on the list.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocols. Accordingly, outside the normal admissions round, the admission authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the admission authority for the current school year. The admission authority has this power even when admitting the child would mean exceeding the published admission number. For children attending the school's nursery, applications to the reception class must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

RECEPTION YEAR DEFERRED ENTRY

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Senior Admin Officer at the school, Senior Admin Officer, St Francis of Assisi Primary School, Treadgold Street, W11 4BJ. This should be done at the same time as the admission application , giving reasons and providing compelling professional evidence.The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head

teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

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 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 applications. Parents must then submit an application in the normal way. The application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Certificate of Catholic Practice

Applicants applying under Criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. 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 Certificate of Catholic Practice is admitted 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

Home Address

A child's "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.

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 admission authority reserves the right to withdraw the place, even if the child has already started the school.

Notes: (these notes form part of the oversubscription criteria)

'Adopted' means a child who has ceased to be looked after, having been adopted, and whose parents can give proof of this status.

'Child Arrangements Order'. A Child Arrangements order is an order under the term of the Children Act 1989 s.8 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 qualifies in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'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 where a Certificate of Catholic Practice demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

'Looked After Child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. (see the definition in Section 22(1) of the Children's Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
'A previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted". LAC/PLAC priority includes Internationally Adopted Looked After Children (LAPLAC).

'Certificate of Catholic Practice' means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) 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 he or she 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 http://rcdow.org.uk/education/governors/admissions/

'Catechumen' means 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, acknowledge 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 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 older child (ren) will leave before the younger one starts.

'Sibling' means brother or sister to include adopted/fostered brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship means siblings on roll at the time of Admission, not at the time of application.

'Parent' means the adult or adults with legal responsibility for the child.

'**Candidate'** The child on whose behalf an application is being made.

'Applicant(s)' The parents and/or legal guardians submitting an application for a place on behalf of a child or a young person of 16 years or over submitting their own application.

'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

DATES

Closing date for applications – **15th January 2025**
Notification date – on or about **17th April 2025**