St Mary's Catholic Primary School
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Admission Arrangements for
entry for a child/children to
St Mary's Catholic Primary School, Chiswick
2025 - 2026

St Mary's Catholic Primary School is a Catholic Voluntary Aided School. Admission to the school is the direct responsibility of the school's Governing Body. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic practice and doctrine 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 Governing Body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2025. Applications for Reception are welcome from families whose child reaches his/her 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. Applications will be ranked using the criteria set out in the Oversubscription Criteria in section 2 of these Arrangements.

1) Definitions

In these Arrangements, the following definitions shall apply:

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.

Applicant:
Means the Parent completing the application forms on behalf of the Candidate.

Candidate:
Refers to the child on whose behalf the application is being made.

Candidates from other Christian denominations:
Means Candidates 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 credal 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.

Catchment Area:
The area described in clause ~~5~~ 6 of these Arrangements.

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, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

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.

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. 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 the 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 circumstance 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 http://recdow.org.uk/education/governors/admissions/

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.

Eastern Christian Church:
Includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Looked After Children:
Are those in the care of a local authority or being provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school), as defined by S. 22 of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

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. Included in this definition are those children who appear to the governing body to have been in state care outside of England and who ceased to be in state care as a result of being adopted: internationally adopted previously looked after children (IAPLAC). This includes children who were previously looked after in Wales, Scotland and Northern Ireland.

Multiple Birth Candidates:
Means two or more children born to the same mother in the same pregnancy.

Other Candidates:
Means Candidates who are members of a religious community that does not fall within the definition of 'Candidates from 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.

Parent:
Is defined as all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

Published Closing Date:
Means [15th January] 2025.

Resident:
A Candidate is deemed to be resident at the address ~~where the Candidate 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 Candidate, and the Candidate lives for part of the week with each parent, the Candidate will be Resident at the address given in the CAF, provided that the Candidate~~ when he/she resides at that address for at least 50% of the week.

Sibling:
Is defined as the brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters~~, whether or not they are living at the same address. A Sibling also includes the child of a parent's partner where that child lives for at least 50% of the week in the same family unit at the same home address as the Candidate~~. A sibling relationship does not apply when the older child will leave the school before the younger one starts.

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). A child "looked after" immediately before the order is made qualifies in this category.

2) Oversubscription Criteria

Where there are more applications than the number of places and after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, available places will be offered according to the following order of priority:

A1. Catholic Looked After Children and previously Catholic Looked After Children who have been adopted (or made subject to Special Guardianship Orders or Child Arrangements Orders) immediately following having been Looked After.

A2. Catholic Candidates with a Certificate of Catholic Practice Resident within the boundaries of the Catchment Area at the time of application.

A3. Catholic Candidates Resident within the boundaries of the Catchment Area at the time of application.

A4. Catholic Candidates Resident outside the boundaries of the Catchment Area at the time of application.

A5. Other Candidates who are Looked After Children and previously Looked After Children, who have been adopted (or made subject to Special Guardianship Orders or Child Arrangements Orders) immediately following having been Looked After.

A6. Candidates who are Catechumens or members of an Eastern Orthodox Church.

A7. Candidates of other Christian denominations whose membership is evidenced by a minister of religion.

A8. Candidates of other faiths whose membership is evidenced by a religious leader.

A9. Other Candidates.

In the event of oversubscription within each or any of the above categories, places will be awarded in each category in the following order:

1. Candidates with exceptional social, medical or pastoral needs, as set out in these Arrangements.

2. Candidates with a sibling of statutory school age ***attending the school at the time of admission (not application)***. If there are more siblings in any category than there are places available, places will be allocated by the use of an electronic random allocation system, which will be independently operated.

3. Candidates who are attending St Mary's Catholic Primary School Nursery, on a full or part time basis, between September 2004 and the Published Closing Date. If there are more candidates who attended Nursery in any category than there are places available, places will be allocated by the use of an electronic random allocation system, which will be independently operated.

4. The balance of the places will be allocated by the use of an electronic random allocation system, which will be independently operated.

3) Evidence of Catholicity of Candidate

Applicants will be asked to provide the original copy of the Candidate's (child's) Baptism Certificate (an English language translation is required if the original Baptism Certificate is not in English).

4) Applications from other Christian Denominations

All applications are valid with or without a letter confirming membership from their minister or religious leader.

5) Certificate of Catholic Practice

Applicants applying under the criteria A2 or A3 must submit a Certificate of Catholic Practice by the closing date. This form is only available from the parish in which the family normally worships. It is not available from the school (or its website). It is the Applicant's duty to ensure that the Certificate is submitted to the school in good time. You will need to get a separate Certificate signed for each Catholic school that requires one. Please refer to section 1 of this document for a full definition of the Certificate of Catholic Practice. If you have not known your parish priest for the required length of time, it will be necessary for you to also obtain a Certificate from your previous parish priest.

~~5~~6) Catchment Area

The Catchment area comprises the parishes of Chiswick and Grove Park. A copy of a map with the Catchment Area marked on it may be found on the school's website. Copies of this document is also available for reference at the school office. In some cases the boundary will cross a road or street. Even if there is a Sibling attending the school, Candidates must be resident within the Catchment Area at the time of the application to qualify within categories A2 or A3.

~~6~~7) Random Allocation

In the event of oversubscription, it may be necessary, as set out in the Oversubscription Criteria to use a random allocation system to decide which Candidate(s) should be offered the available place(s). The use of random allocation will be operated independently of the school or any person or organisation connected with the school.

~~7~~8) Multiple Birth Candidates

In the case of Multiple Birth Candidates, each Multiple Birth Candidate shall be entered separately into the random allocation process. In the event that the random allocation process allocates a place to a Multiple Birth Candidate, a place shall be offered for each Candidate.

~~8~~9) Exceptional, Social, Medical or Pastoral Circumstances

The Governing Body will give top priority, within the category in which it falls, 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 Candidate, which can only be met at this school.

~~9~~10) Application Procedure and Timetable

To apply for a place at St Mary's Catholic Primary School, Chiswick, Applicants **must** complete an online application to the local authority where the Candidate lives, by the Published Closing Date, which is [January 15th] 2025. In order to make a full application, Applicants applying under criteria A2 to A8 **should** also complete the school's Supplementary Information Form (SIF) found on the school's website and return it to the Governors' Admissions Panel via the school office by the Published Closing Date, together with all other relevant paperwork required for the application. Whilst it is not compulsory to complete a SIF, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription.

Commented [SP1]: As the closing date for reception applications is part way through the school year we need to be clear that candidates who join the nursery after the closing date for applications don't get priority. Happy to take feedback on this wording.

If Applicants do not complete both the online application and the SIF and return them by the Published Closing Date, the Governing Body will be unable to consider the application against the Oversubscription Criteria and the Candidate will be ranked under the lowest criterion. It is unlikely that the Candidate will be offered a place at the school if a SIF is not supplied.

The local authority will write to the Applicant on behalf of the Governing Body with the outcome of their application on or about [16th April] 2025. This information will also be available online. Applicants should accept or decline a place as soon as possible.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is [15th January] 2025.

10~~9~~1) Documentation

Applications must be submitted by the Published Closing Date accompanied by:

- The original documentation if child is 'Looked After' or who has been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following being looked after (if applicable). Where a child is an IAPLC, a translation of the original document may need to be provided if not in English.
- The Candidate's original Baptism certificate (if applicable). If the certification is not in English, a translation must be provided.
- Other documentation, if claiming exceptional social, medical or pastoral circumstances, from an appropriate professional, such as a social worker, doctor or consultant (if applicable).

If you have completed a SIF (see ~~9~~10) above, you should also include it with your application.

Originals are returned, after being copied at the school office, at the time of submitting the application **in person**. The Governing Body reserves the right to verify any information given and to ask for further information.

11~~1~~2) Waiting List

The school operates a waiting list, which will be maintained in order of the Oversubscription Criteria set out in the policy and not in the order in which the applications are received or added to the list. Whenever a place becomes available in a year group, the Oversubscription Criteria in effect at that time will be applied to all applications on the waiting list in that year group, if necessary. The waiting list will remain open for the academic year following the start of the autumn term. Towards the end of each academic year, the school will write to each Applicant asking them if they wish the Candidate to remain on the waiting list for the next academic year. Applicants must return the acknowledgement slip as requested in order to remain on the wating list for the next academic year.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

12~~2~~3) Late Applications

Any applications submitted after the Published Closing Date (if eligible), will be considered after the ~~offer date of~~ National Offer Day on or about [16th April] 2025, as vacancies arise.

13~~3~~4) False Information

In the event of any false or misleading information being provided, the Governing Body reserves the right to refuse to admit the Candidate or to withdraw the place, if an offer has already been made. If any of the details on either of your forms changes between the date of the application and the receipt of the letter of offer or refusal, Applicants **must** inform the school and the local authority immediately.

14~~4~~5) Education, Health and Care Plans (EHC Plans)

The admission of pupils with an Education, Health and Care Plan (EHC Plan) is dealt with by a completely separate procedure, outside of the normal admissions process. The EHC Plan used to be called a Statement of Special Educational Needs. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If the Candidate has an EHC Plan you must contact your local authority SEN officer. Candidates with an EHC Plan naming the school will be admitted. Such children will count towards the total number of children the Governors have published as their intention to admit to the Reception Year group (PAN).

1~~5~~6) Appeals Procedure

In the event of a Candidate being refused admission, the Governors will write to the Applicant giving the reason for the decision. The reason will be related to the Oversubscription Criteria listed in the policy and the Applicant will have the right of appeal to an independent panel. Applicants wishing to exercise their right of appeal should contact the school for more information about the appeals procedure. Appeals must be submitted to the school in writing by [Friday 11th May] 2025.

1~~6~~7) In-Year Admissions

Applications for In-Year admissions are made directly to the school and must also be made to the local authority using the in-year application form. If a place is available and there is no waiting list, the Candidate will be admitted. If more applications are received than there are places available, 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 the Applicant may ask the Governing Body for the reasons and the Applicant will be informed of their right to appeal. The Applicant will be offered the opportunity to have the Candidate placed on a waiting list as described in clause ~~11~~ 12 above. Whenever a place becomes available in that year group, the Oversubscription Criteria in effect at that time will be applied to all applications on the waiting list in that year group. The local authority will be informed of the offer as soon as it has been accepted.

1~~7~~8) 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 locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a Candidate where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the Candidate would mean exceeding the published admission number (PAN)) (subject to the infant class size exceptions). The local authority's Fair Access Protocol can be accessed by clicking on this link - Hounslow's Fair Access Protocol | London Borough of Hounslow

1~~8~~9) Deferred Admission

A child is entitled to a full-time place in the September following their fourth birthday. Parents may request to defer their child's start for a term or two until they are of compulsory school age. Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows you the options available.

Children with their fifth birthday between 1 September and 31 December (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until January – the school place that your child has been allocated will be held once you have agreed this with the school.
Children with their fifth birthday between 1 January and 31 March (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until **January or April** – the school place that your child has been allocated will be held once you have agreed this with the school.

Children with their fifth birthday between 1 April and 31 August (summer born)	Compulsory school age from the following September (which is then **year 1 not reception**): A school place will be available from the September before this but can be deferred until **January or April** – the school place that your child has been allocated will be held once you have agreed this with the school. Your child must take up the school place that has been allocated within this year group. If you do not take up the place, you will need to reapply again and your child will be allocated a place in Year 1 (not Reception.)

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception).

If the request is not agreed, the Applicant must decide whether to accept the place offered in the Candidate's normal age group or refuse it and make an in-year application for the September following the Candidate's 5th birthday.

Applicants have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

A Candidate 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. Applicants will need to discuss this with the Headteacher so that the Candidate's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school. Applications must be online as usual by the closing date.

~~19~~20) Admission of Candidates Outside Their Normal Age Group

A request may be made for a Candidate to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort. At the same time, the request should be made in writing to the Headteacher, St Mary's Catholic Primary School, Duke Road, Chiswick, London W4 2DF at the same time as the admission application is made.

The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include:

- the parents' views;
- recent information about the child's academic, social and emotional development;
- recent medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The governing body 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 governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

The application will be processed in the usual way. If the Candidate is offered a school place, it can later be withdrawn if the request for delayed admission is approved. If it is agreed that the Candidate can delay entry, a new application will need to be

made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school.

2~~0~~1) Children of UK Service Personnel (UK/Armed Forces)

Children of Service personnel will not be disadvantaged in the admissions process. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters. This address will be used throughout the admissions process.

2~~1~~2) Nursery Children

~~Attendance at the Nursery **DOES NOT** guarantee entry into the Reception Class the following year.~~ Parents of children attending the St Mary's Catholic Primary School Nursery ~~must~~ **MUST** make a fresh application for Reception Class. Attendance at the Nursery does not guarantee entry into the Reception Class the following year, however children attending ~~the St Mary's Catholic Primary School~~ Nursery will have priority (after siblings) in the event of oversubscription. Please see clause 2, Oversubscription Criteria~~.~~ above for more information.