St. Anthony's RC Primary School

"Working, Learning and caring together in God's Love"

Admissions Policy 2025/26

St. Anthony's Catholic Primary School is a member of the South East London Academy Trust (SELCAT) in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deeds 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 of no faith who support the ethos of the school.

The Governors admit 30 children to the school in September but parents whose children do not reach statutory school age until March of the following year may defer entry until January of that year.
Where the number of applicants exceeds 30 the governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children, in possession of a Certificate of Practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
8. Any other children

In the event of over subscription in any of the above categories the Governors will allocate places in accordance with the criteria in the order listed below.

a. A brother or sister on the school role at the time of admission. Evidence of the relationship may be required.
b. Living in the parish of St Anthony of Padua (Anerley)
c. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest)
d. Proximity to the school of the Candidate's home address, the distance measured in a straight line from the school entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Notes:

1. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
2. A 'brother or sister' means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins)
3. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
4. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a 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. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
5. A looked after child has the same meaning as in section 22 (1) of the Children Act 1989 that is a 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 an application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted

Admissions Procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Certificate of catholic Practice (available from the school), should be completed and sent to the school office no later than the closing date published by the Local Authority. (15th January 2025) This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school.
Offers of a place will be sent to parents by the Local Authority on the common offer date as notified.

Education, Health and Care (EHC) Plan

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of 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 an EHC plan naming the school will be admitted without reference to the above criteria.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 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. .

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.

In Year (casual) Admissions

Applications for a place at the school to start during the school year must be made using the In-Year Primary Application Form of the Local Authority where the child resides. This form must be returned to the Local Authority. The school's Supplementary Information Form should also be completed and returned to the school to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as those listed above. The offer of a place at the school will be made by the Local Authority on behalf of the governors.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their 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. They will also take into account the views of the school's headteacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until at least 31st December of each school year of admissions. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. 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.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.

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Agreed by governors: December 2023

Review Date: December 2024

ARCHDIOCESE OF SOUTHWARK

CERTIFICATE OF CATHOLIC PRACTICE

Details of child (for identification only)

Full name of child: _____

Address of child: _____

_____

Postcode: _____ Date of Birth: _____

I am [the child's parish priest] [the priest in charge of the Church where the family practices] **[delete as applicable]**

I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practicing Catholic family.

Priest's name _____ Position _____

Parish (or ethnic chaplaincy) _____

Address _____

_____

Telephone_____

Priest's signature _____

Parish stamp or seal

Date_____

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