



SACRED HEART CATHOLIC PRIMARY SCHOOL **GEORGES ROAD, LONDON, N7 8JN**

ADMISSIONS POLICY 2024 - 2025

Sacred Heart 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. The school welcomes applicants from all faiths and of none and all applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the Reception Class at Sacred Heart Catholic Primary School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2024. Applications are invited from families whose child reaches his/her 4th birthday between 1st September 2023 and 31st August 2024.

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.

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 'previously looked after' Catholic children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children resident in the Islington Catholic Parish of Sacred Heart, Holloway.
3. Baptised Catholic children resident in the Islington Catholic Parish of St Gabriel's, Upper Holloway.
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. Catechumens and members of an Eastern Christian Church.
7. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their minister or religious leader confirming membership of that faith community.
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order:

- i The Governing Body will give top priority, within a category, 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.
- ii In prioritising applications within a category, after children in (i) above, priority will be given to children who will have a sibling attending a Reception, Key Stage 1 or Key Stage 2 class in Sacred Heart Catholic Primary School at the proposed date of admission.

MULTIPLE APPLICATIONS

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

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 measured by the London Borough of Islington. Nearness is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington). . In a situation where two families live equidistant from the school, random allocation of the place will be given. A computerised system will be used for this purpose.

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

APPLICATION PROCEDURE 2024 - 2025

In order to make an application, you **must** complete your local authority's **online application form**. You **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork (e.g. baptism certificate, evidence of exceptional need, etc.) required for your application. If you do not complete both of the forms described above and return them by 15th January 2023, the Governing Body 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.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

OFFERS

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about 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 Sacred Heart Catholic Primary School Nursery **must** make a fresh application for Reception.

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 for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by 19th May 2023.

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 will be removed from the list on 31st August 2025, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This 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 your child has an EHC plan you must contact your local authority SEN officer. Children with this school named on 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 Body 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 directly 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, 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 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 Body 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 Body 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 has been accepted.

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 school age is reached. Entry or part-time attendance may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer may only defer until 1st April 2025.

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 between 1st April – 31st August being admitted to Reception at 5 years of age, they should state this, in writing, to the Chair of Governors at the time of application. Application should be made for the year in which the parent wishes the child to start school. Applications **cannot** be held over until the following academic year. The application will be treated in the same way as all other applications. No age-related priority will be given 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 S.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).

'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.

'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.

'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.

'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 'looked after' immediately before the order is made qualify in this category.

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

'Sibling' means brother or sister which includes:

- i all natural brothers and sisters half-brothers and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
- ii the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

‘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.

‘Catechumen’ means a child or parent who is 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, 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.

‘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.

Parish Boundaries. For the purposes of this Policy, parish boundaries are available in the School office and on the following websites:

Parish of Sacred Heart, Holloway:

<http://parish.rcdow.org.uk/holloway/wp-content/uploads/sites/222/2013/10/HollowayPB.jpg>.

Parish of St’ Gabriel’s, Upper Holloway:

<http://parish.rcdow.org.uk/archway/wp-content/uploads/sites/82/2013/10/archway-PB.jpg>.

‘Distance from school’ Nearness is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington). A computerised system will be used for this purpose. In a situation where two families live equidistant from the school, random allocation of the place will be given. A computerised system will be used for this purpose.