



ST TERESA'S

CATHOLIC PRIMARY SCHOOL & NURSERY

ADMISSIONS POLICY **Academic Year 2023/2024**

St. Teresa'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 Admission Number (PAN) for the reception classes at St. Teresa's Catholic Primary School is 60. The Governing Board has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2023. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2022 and 31st August 2023.

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

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.
2. Baptised Catholic children of staff who can provide a Certificate of Catholic Practice where the member of staff has been a permanent employee of the school for at least two years at the time of application.
3. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school at the time of admission.
4. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parish of St. Theresa's, Headstone Lane; St. Joseph's, Wealdstone; St Luke's, Pinner.
5. Baptised Catholic children with a Certificate of Catholic Practice.
6. Other baptised Catholic children.
7. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
8. Catechumens and members of an Eastern Christian Church.
9. Christians of other denominations whose application is supported by a letter from their Minister of Religion confirming membership of the faith community.
10. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership of the faith community.
11. Any other children.

EXCEPTIONAL NEED

The Governing Board 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.

SIBLINGS

The attendance of a sibling at the school at the time of admission will give priority within categories 6 to 11. **Parents of non-Catholic children need to be aware that non-Catholic siblings do not take priority over Catholic children.**

MULTIPLE APPLICATIONS

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.

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 Local Authority (LA). Distance is measured in a straight line from the address point of a home to the centre point of the school site. Centre points are computer generated and calculated using a standard equation that factor in on-site school buildings only.

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

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 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 in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the Governing Board will re-rank the list and make an offer.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until statutory school age i.e. the first day 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 choose for their child to attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year for which the application has been made. Applicants with children born in summer term should note that they may only defer until 1st April 2024.

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 in the best interests of the child. Parents should submit supporting evidence, which may include: medical information, whether the child was born prematurely and the parents' view as to why they believe it is in their child's best interests to be educated out of their normal age group. In making a decision, the governing Board will take account of the statutory admissions code and any non-statutory guidance issued by the Department for Education.'

APPLICATION PROCEDURE 2023 - 2024

In order to make an application, you **must** complete an online **eAdmissions Form** from your local authority. 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 email or by post) to the school 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 15th January 2023, the Governing Board may not have enough information to give your application the priority it deserves 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 has been completed.

Applicants applying under criteria 2, 3, 4 and 5 should submit a Certificate of Catholic Practice by the closing date. This form is available from the priest at the parish where the family normally worships or from the diocesan website (follow schools, for parents).

The local authority will write to you on behalf of the Governing Board with the outcome of your application on or about Monday 10th April 2023. This information will also be available on line. Parents/carers should accept the place as soon as possible.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St. Teresa's Nursery **must** apply for Reception Class following the Application Procedure described on page 2.

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.

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.

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. 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 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.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A 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 Act 1989).

'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, to include adopted brothers and sisters, half brothers and sisters or step 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 a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.

‘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 holydays 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 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 child (or a parent, if the child is under 7 years of age), 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, 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 Board; 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 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.

“Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above 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.

Parish Boundaries – Please copy link to view the boundaries of each of our parishes or come into the school office to view the large parish boundaries maps.

St. Theresa's Church

<http://parish.rcdow.org.uk/headstonelane/wp-content/uploads/sites/213/2013/10/headstone-lane-PB.jpg>

St. Joseph's Church

<http://parish.rcdow.org.uk/wealdstone/wp-content/uploads/sites/172/2013/10/Wealdstone-PB.jpg>

St. Luke's Church

<http://parish.rcdow.org.uk/pinner/wp-content/uploads/sites/134/2013/10/pinner-PB.jpg>

'Distance from school' If distances are identical, the Governing Board will draw lots in the presence of an independent witness. Distance is measured in a straight line from the address point of a home to the centre point of the school site. Centre points are computer generated and calculated using a standard equation that factor in on-site school buildings only.