

# Larmenier & Sacred Heart Catholic Primary School



## Admissions Policy 2023-24

Larmenier & Sacred Heart Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Governing Board as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

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. We therefore hope that all parents will 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 Board is the admissions authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admissions round. The Governing Board has set its Published Admissions Number (PAN) at 60 children for the school year which begins in September 2022. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2021 and 31st August 2022.

### **Pupils with an Education, Health and Care (EHC) Plan**

The admission of pupils with an Education, Health and Care (EHC) Plan is dealt with by a completely separate procedure. Children with an EHC Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children (*see note 1*).

### **Oversubscription Criteria**

Where there are more applications for places than the places available, places will be offered according to the following order of priority:

1. Catholic looked after children and previously looked after children (*see notes 2 & 3*);
2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of Brook Green (*see notes 3, 4 & 12*);
3. Baptised Catholic children with a Certificate of Catholic Practice resident in other parishes (*see notes 3, 4 & 12*);
4. Other baptised Catholic children (*see note 3*);
5. Other looked after children and previously looked after children. (*see note 2*);
6. Catechumens and members of an Eastern Christian Church (*see notes 5 & 6*);
7. Children of other Christian denominations whose membership is evidenced by a minister of religion (*see note 7*);
8. Children of other faiths whose membership is evidenced by a religious leader (*see note 8*);
9. Any other children.

**The Governing Board will give top priority within each category (1-9) in the following numerical order:**

1. Children who will have a brother or sister in the school in September 2023 (*see note 9*).
2. Children eligible for the Early Years Pupil Premium or the Pupil Premium (*see below*).
3. The proximity of the child's home to the school.

### **Eligibility for the Early Years Pupil Premium and the Pupil Premium**

Within each category of the oversubscription criteria, priority (*see number 2, above*) will be given to children who are eligible for the Early Years Pupil Premium or the Pupil Premium.

Eligibility will be determined if you are in receipt of any of the following:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Applicants applying under this category will need to tick the appropriate box on the local authority online application form. By ticking this box, you give consent for the local authority to check for eligibility using the Department for Education's Free School Meals Eligibility Checking Service. You may also be asked to provide documentary evidence of eligibility.

### **Tie Break**

Where the school becomes oversubscribed within any of the above categories, priority will be given to those living nearest to the school. Distance will be measured using the shortest 'straight line' distance, from the 'seed point' (a central point) of the child's home address (including flats) to the main entrance of the school at 41a Brook Green, Hammersmith, London W6 7BL, using the local authority's computerised measuring system. If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. 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 by the local authority's computerised allocation system.

### **Multiple Birth Applications**

Applications from twins, triplets or other children from multiple births will be treated with equal priority. Where the final place is offered to a child who has a twin, triplet etc. applying for a place in the same school year, these siblings will also be admitted.

### **Applications in Previous Years**

The school was heavily oversubscribed with (tba) applications for admission to Reception in September 2022.

The number of children admitted under each of the oversubscription criteria were as follows:

- (tba) children in category one
- (tba) children in category two
- (tba) children from category three
- (tba) children in category four
- (tba) children in category five
- (tba) children in category six
- (tba) children in category seven

The following distances tell you how far from school our furthest admission lived in the specified year of entry:

- 2018/2019 - 1.065 miles
- 2019/2020 - 1.283 miles
- 2020/2021 - 0.987 miles
- 2021/2022 - 1.65 miles
- 2022/2023 - (tba)

Over the past ten years, one appeal has been successful.

### **Application Procedure**

To apply for a place at this school in the normal admission round<sup>1</sup>, you **must** complete and submit an **online application form** to your local authority by **15th January 2023** (paper forms are also available on request). Applicants resident in Hammersmith & Fulham should complete the online application at [www.lbhf.gov.uk/eadmissions](http://www.lbhf.gov.uk/eadmissions). You should also complete the school's **Supplementary Information Form (SIF)** and return it to the school in person or by post by **15th January 2023**.

*If you do not return the completed SIF to the school by the closing date, together with all supporting documentation, the Governing Board will be unable to assess your application fully against the school's oversubscription criteria in the event of more applications being received than places available. This may result in your child being ranked under a lower criterion and this is likely to affect your child's chance of being offered a place.*

### **Timetable for Primary School Admission to Reception Classes 2023-2024**

- **1st September 2023** - Applications open.
- **15th January 2023** - Closing date for online applications to be returned to the local authority and the school.
- **16th April 2023** - **National Offer Day**: Online applicants will receive an email notification from their local authority during the evening. Applicants who submitted a paper application to their local authority will be sent an outcome letter in the post on this date.
- **30th April 2023** - Final date for parents to accept or decline their school offer.
- **15th May 2023** - Final date for the child's name to be put on to the school's waiting list ahead of further offers being made as a result of withdrawals.
- **22nd May 2023** - Final date for parents to submit an appeal to the school.
- **June/July 2023** - Appeals heard by an independent panel.

Unsuccessful applicants will be given reasons related to the oversubscription criteria as listed above.

### **Appeals Procedure**

Parents whose application for a place is unsuccessful have the right to appeal the decision. This must be expressed in accordance with the school's Admissions Criteria. 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 addressed to the Chair of the Admissions Committee, c/o Larmenier & Sacred Heart Catholic Primary School, 41a Brook Green, London W6 7BL and submitted to the school by **Friday 19<sup>th</sup> May 2023**.

### **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 less likely that late applicants will obtain a place.

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time school place in the September following their 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's 5th birthday. Application is made in the usual way and a deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry 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 term may only defer until the 1st April 2024. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### **Part-time Attendance**

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place, a parent should notify the school as soon as possible if they wish to take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, e.g. if the child 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, starting Reception in the September following their 5th birthday. Requests for an application to be considered for Reception entry for the following year will need to be made by the closing date of when the child would normally be expected to apply, i.e. 15th January 2023. Any such request should be made in writing to the Chair of the Admissions Committee, via the school postal address or by email to [admin@larshrc.lbhf.sch.uk](mailto:admin@larshrc.lbhf.sch.uk). The Governing Board will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. Parents must have received the agreement of the Governing Board before an application for delayed entry is made. Where the Governing Board has agreed to process an application out of year, then the current application will be withdrawn and the parent will be advised to formally re-apply in the next academic year. The application will be assessed as normal against the school's published admissions criteria. No age-related priority will be given. Applications cannot be held over from one academic year to the next. There is no right of appeal against the decision to refuse a request for late entry, however, applicants retain the general right of appeal against a decision not to offer a school place that has been refused for the year group applied for.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until X July 2023 unless applicants request in writing to remain on the list beyond that date. Inclusion on the school's waiting list does not guarantee that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admissions round and the child will be admitted where there are places available. Applications should be made directly to the school by contacting the Chair of the Admissions Committee at the school address or by email to [admin@larsh.lbhf.sch.uk](mailto:admin@larsh.lbhf.sch.uk). Where there are places available but more applications than places, applications will be ranked according to the published oversubscription criteria, as set out above, and places offered in that order. If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing and you have the right of appeal to an independent appeals panel.

### **Fair Access Protocol**

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. The Governing Board has this power, even when admitting the child would mean exceeding the published admission number (subject to infant class size exemptions).

### **Nursery Children**

For children attending the school's Nursery, applications for entry into the Reception year must be made in the normal way, as described in the Application Procedure (page 3 above). Attendance at the school's Nursery does not automatically guarantee that a place will be offered at the school.

### **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 or false 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 explanatory notes form part of the oversubscription criteria)**

1. *'Education, Health and Care (EHC) Plan* is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A *'looked after child'* has the same meaning as in section 22(1) 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.

3. *'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].

4. *'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>.
5. *'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.

6. *'Eastern Christian Church'* includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. *'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 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.

8. *'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 purpose 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.

9. *'Brother'* or *'Sister'* includes:
  - i. All natural brothers or sisters, half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or 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 home address as the child who is the subject of the application.
10. A *'parent'* – means 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.
11. 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 local authority online application form. 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 online application form, provided that the child resides at that address for any part of the school week.
12. *'Parish Boundaries'* – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2023-2024.
13. *'Proof of Address'* - to ensure that the admissions policy is applied fairly, we reserve the right to request further documentation if there is a question concerning the validity of the address. If you are unable to provide the required proofs of residence as stated in the SIF, please write to the School Admissions Committee explaining your reasons at the time of application. If we find that a place was offered on the basis of misleading or false information, we reserve the right to withdraw the place, even if the child has started school.