



**St Thomas of Canterbury Catholic Primary School**  
*'Jesus is at the heart of everything we think, do and say'*

# **ADMISSIONS POLICY**

## **2020 - 2021**

**Date updated: October 2018**

Approved by the Governing Board on 1<sup>st</sup> October 2018 following public consultation in December 2018/January 2019

**Review date: September 2019**

## **Introduction**

St Thomas of Canterbury Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families in Fulham. The school is conducted by its governing body 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 Jesus Christ.

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

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 Admissions Number (PAN) for the reception classes at St Thomas of Canterbury Catholic Primary School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils to the reception classes in the school year which begins in September 2019. Applications are invited from families whose child will reach their 4<sup>th</sup> birthday between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016*

## **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 Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children who have a sibling at the school at the time of admission.
3. Baptised Catholic children who are resident in the parish of St Thomas of Canterbury.
4. Baptised Catholic children who are not resident in the parish of St Thomas of Canterbury.
5. Baptised Catholic children with a parent employed by St Thomas of Canterbury Catholic Primary School for two or more years at the time of application.
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, immediately after having been looked after.
8. Non Catholic children with a parent employed by St Thomas of Canterbury Catholic Primary School for two or more years at the time of application.
9. Children of Catechumens and members of an Eastern Christian Church.
10. Christians of other denominations and whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
11. Children of other faiths whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
12. Applications from any other applicants.

## **Multiple Births**

When the last offer is made to a child of a multiple birth i.e. twin, triplets etc., the remaining child (ren) will also be offered a place, even though it will mean exceeding the published admission number.

## **Exceptional Need**

The Governing Body will give top priority, after the appropriate category of looked-after children, 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.

***Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.***

Last year we received ( ) applications for 60 places. All applicants in category 1 and category 2 were offered a place, along with ( ) in category 3 and ( ) in category 4. The governing body was unable to offer places to any applicants beyond category 4. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will gain a place. In the past ( ) years, the governing body has been unable to offer a place to any applicant who is not a Catholic [Will be completed when the outcome of the 2018-2019 round is known]

### **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. Where two or more applicants for the last remaining space live an equal distance from the school, the Governing Body will draw lots in the presence of an independent witness.

### **Applications Procedure for Reception Admission**

*From September 2020 if you wish to make an application for a Reception place at this school, the procedure will be as follows:*

- 1. Contact your local council or if a Hammersmith and Fulham resident, contact Hammersmith and Fulham Council's Admissions Service on 020 8753 1085 or visit [www.lbhf.gov.uk/admissions](http://www.lbhf.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to complete the on line Application Form.*
- 2. You should complete the school's Supplementary Information Form and school Admission Form which you can download from our website or pick up from the school office.*
- 3. Your on-line admission should be submitted or your completed paper Application Form should be returned to your local authority by 15<sup>th</sup> January 2020.*
- 4. Completed Supplementary Forms and the Schools Admission Form should be returned to the School by 3:00pm on 15<sup>th</sup> January 2020. It is important that those applying under the religious criteria complete both forms in order that the oversubscription criteria can be properly applied.*
- 5. All parent/guardians will be informed of the result of their application on or about the 16<sup>th</sup> April 2020.*

*All applications will be considered in line with our published admission arrangements. Late applications (arriving after 15<sup>th</sup> January 2020) will be dealt with after all the initial offers have been made. Outcomes of applications will be sent to you by your local council on behalf of the Governing Body.*

### **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 above and you will have the right of appeal to an independent appeal panel. *The deadline in which to appeal is the middle of May 2019.*

### **In-Year Admissions**

In-year applications are made directly to the school. If a place is available and there is no waiting list the child 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, with the following modifications: Catholic children without an offer

of a school place elsewhere are given priority immediately after Catholic 'looked after' children; similarly, other children without an offer of a school place are given priority immediately after Catholic 'looked-after' children. Governors will inform parents whether or not a place is to be offered.

If a place cannot be offered at this time then you may ask 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.

### **Children educated outside their chronological age group except Reception applications for summer born children**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

There is no automatic transfer from Nursery to Reception Class.

### **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 child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would exceed the published admission number.

### **Deferment**

Parents/carers may defer their child's entry to school up till the first day of the term following the child's fifth birthday (statutory school age). Application is made in the normal way, then the request for deferment made. The place will be held open until 1<sup>st</sup> Jan 2020 or 1<sup>st</sup> Apr 2020. Admission may not be deferred beyond statutory school age or beyond the academic year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2020.

### **Summer Born Children**

Parents may apply for summer born children, i.e. born between 1<sup>st</sup> April – 31<sup>st</sup> August, to start Reception in the September following their 5<sup>th</sup> birthday. The Chair of Governors should be notified by 15<sup>th</sup> January in the year of application and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

### **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. Names are normally removed from the list after 1 year.

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

The admission of pupils with Education, Health Care (EHC) Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs (EHC) Code of Practice*. If your child has an EHC Plan you must contact your local authority SEN officer. Where this school is named in an EHC Plan the child will be admitted.

## **Change of Details**

If any of the details on either of your forms changes between the date of application and the date of 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.

**Notes** (these notes form part of the oversubscription criteria):

**'Adopted'**. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

**'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 which defines it as an order appointing one or more individuals to be a child's special guardian(s).

**'Looked after child'** has the same meaning as in section 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).

**'Sibling'** is defined as brother or sister, half brother or sister, stepbrother or sister, or foster child living with the same parent/carer at the same postal address.

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

**'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 full communion with the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of 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 laws of the Church.

**'Catechumen'** means a person 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 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 CYTŪN 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.

**‘Resident’** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**‘Distance from school’** means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to the address point at the school.

**Distances are measured by the LA using a computerised system.** If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

**‘Home address’** is defined as the address at which the child resides for 50% or more of the school week.

**Diocese of Westminster**

**Catholic Primary Schools**

**Supplementary Information Form  
2020-2021**



**Name and Address of School:**

St Thomas of Canterbury Catholic Primary School  
Estcourt Road  
Fulham SW6 7HB

**Child's Details**

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g. Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			

Names of brothers or sisters at this school:	Name	Class or Year Group
Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to child arrangements or special guardianship orders? (Please circle your response)	Yes	No

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)

Yes No

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Please note:

You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed:

- Copy of baptism certificate (where relevant)
- Evidence of exceptional need (where appropriate) **Have you completed** your local authority's Common Application form?
- The School's application form