



St. Philomena's Catholic Primary School

Headteacher: Miss V Maher

**Admissions Policy
2023-2024**

Date of Policy	Signed	Position
July 2023	Veronica Maher	Headteacher
Monitoring	By	Date
To be ratified	Full Governing Body	
Updated in line with new CLA definition	Full Governing Body	
Uploaded to website	By	Date
N/A		
This policy will be reviewed every year by the full Governing Body		
Date of next review : July 2024		

ST. PHILOMENA'S CATHOLIC PRIMARY SCHOOL
ADMISSIONS POLICY for academic year 2023-2024

Admissions to St. Philomena's Catholic Primary School are decided by the Governors. The number of children to be admitted to the reception class each year is 30. The published admission number is inclusive of students with a statement of special education needs that are admitted to the school pursuant to the school being named in part 4 of their statement. In 2016-17, St. Philomena's will be participating in the London Borough of Bromley Co-ordinated Admissions. This will comply with the Local Government agreed timetable of admissions.

Where the number of applications exceeds 30, the Governors will offer places using the following criteria in the order stated:-

1. Child Looked After (CLA) Catholic CLA in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children. Evidence of Baptism will be required and written verification of this commitment and practice will be required by the Governors from the Parish Priest as part of the Admissions Form. Applicants will be ranked using the frequency of Mass attendance on the Supplementary Information Form: Regular (ie every Saturday evening or Sunday), Occasional (ie once or twice a month), or Irregular (ie less often than once a month). See Notes.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required from the Parish Priest.
4. Other CLA and other previously CLA who have been adopted or who have become the subject of a residence or guardianship order.
5. Children of parents committed to other Christian denominations. Priority is given to members of other Christian Churches that are full members of "Churches Together in England". The application form requires a reference from the Minister of the denomination concerned.
6. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:-

- a. Children who will have a brother or sister at the school at the time of admission (see Notes).
- b. Children who live in the parish of Our Lady of the Crays, St. Mary & St Paul's Cray.
- c. Children from a parish other than Our Lady of the Crays, St Mary & St Paul's Cray.
- d. Proximity of the child's home to the school, as measured in a straight line from the front door of the home to the front door of the school. The measurements are made for us by the Local Authority using their computerised mapping system. 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.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) 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 Applications and Waiting Lists

Applications for admission to all year groups must be made directly to Bromley Local Authority. 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 the end of the academic year, 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.

Pupils with Education, Health and Care (EHC) Plan

The admissions of pupils with an EHC Plan are 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.

Notes □ "Brother or sister" means a child who lives as brother or sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. In every case, the child must be living in the same family unit at the same address.

- Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- Where incorrect information is used to unfairly gain a place then the governors will immediately withdraw any place offered.
- a) Child Looked After - CLA is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children **must** still be "CLA" when the child starts school unless (b) applies.
- b) 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 (90) 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
- **Summer born children** St Philomena's Catholic Primary School will make decisions on the basis of 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. Views of the head teacher of the school concerned **must** also take into account the. When informing a parent of the decision on the year group the child should be admitted to, St Philomena's RC Primary School will set out clearly the reasons for their decision. Process for this request is outlined in "London Borough of Bromley Admission of Summer born children outside of their normal age group".
- **Twins, triplets and other multiple births:** where twins, triplets or children from other multiple births qualify for the last school place to be allocated Bromley will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.