

ST MARGARET CLITHEROW ADMISSION CRITERIA ACADEMIC YEAR 2025/2026

St Margaret Clitherow Catholic Primary School was founded by the Catholic Church to provide education for the children of Catholic Families. 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.

As a Catholic school, we aim to provide a Catholic education for all of 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 Governing Body has sole responsibility for admissions to this school and the number of places in Reception (30) is the school's Published Admissions Number (PAN). Applicants should be aware that for the past three years no children were admitted from categories 5, 6, 7 and 8. The Governing Body will use the oversubscription criteria below if they receive more applications than places.

Applicants are invited to apply for September 2025 from families whose child was born between 01/09/2020 and 31/08/21.

Parents should be aware that securing a Nursery place does not guarantee a place in Reception for the following year. Parents will be required to re-apply for a Reception place.

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. A baptised Catholic child with a Certificate of Catholic Practice with a sibling in the school on the date of admission.
3. A baptised Catholic child with a Certificate of Catholic Practice who is resident in the parish of English Martyrs.
4. Other baptised Catholic children with a Certificate of Catholic Practice.
5. Other Baptised Catholics.
6. Other 'looked after' children and other looked after children who have been adopted or made subject to child arrangements orders* or special guardianship orders, immediately after having been looked after.
7. Children of catechumens* and members of an Eastern Christian Church.
8. Any other applicant.

*Please refer to the notes overleaf.

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.

In categories 1 and 7 this provision only applies to those who were looked after immediately before being adopted/subject to child arrangements or special guardianship orders.

In categories, 5 – 8 the presence of a sibling, including a step- or half- brother or sister in the school living at the same address, at the time of admission, will increase priority within that category.

APPLICATION PROCEDURE

The Online Application Form must be completed for the council where you live. In addition parents should complete a Supplementary Form (SIF), which is available from the school reception office, Local Authority and schools website. These forms must be returned to the school. Parents are advised to complete the SIF in order for Governors to apply their admissions criteria accurately. The final date for applications is January 15th 2025. Notification letter will be sent out by the LA on behalf of the governors on April 16th 2025.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 should submit a Certificate of Catholic Practice by the closing date. The Certificate is available from your parish (or the parish where you normally worship) or from the diocesan website. It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one.

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.

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.

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.

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.

APPLICATIONS IN PREVIOUS YEARS

For the past [three years/five years] the governing body has been unable to offer places to any applicants beyond oversubscription criterion [5]. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

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. Parents wishing to exercise their right of appeal against a refusal of admission should forward their appeal to the Chair of Governors at the school, for consideration of the Appeals committee (by 22/05/24). Parents are entitled to attend the appeal panel meeting to give grounds for their appeal personally and/or to be represented.

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 (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) 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 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. 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 DEFERRED ENTRY

Applicants may defer entry to school up until compulsory 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 compulsory school age is reached. 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 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 make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications. There is no guarantee that an offer will be made.

DISTANCE FROM SCHOOL

Within each criterion priority will be given to the applicant who lives closer to the school. This will be judged by the shortest measured walking distance using road networks including public rights of way* from the home to the main school gate. *A public right of way is one which is determined by The Countryside Act 1968. If you would like a copy of the Countryside Act 1968 please contact the Brent Admissions Service on 020 8937 3110.

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 Governing Body 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.

NOTES (THESE NOTES FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

'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 (eg children with fosters parents).
'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'	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).
'Parent'	is defined as the person or persons who have legal responsibility for the child.
'Sibling'	<i>means brother or sister, to include adopted brothers and sisters, half brother 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.</i>

'Catholic'

is taken to denote a baptised person who is in full communion with the Catholic Church, that is to say, a member of any Church that is 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 of 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.

'Certificate of Catholic Practice'

means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) 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 children, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a 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 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 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 Churches'

includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

'Residential Address'

where the child resides for more than 50% of the school week, with parents with shared responsibility.

'Parish Boundaries'

for the purposes of this Policy, parish boundaries are as shown on the attached map. For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school by the shortest measured walking distance using road networks including public rights of way* from home to school. All distance measures are provided by Brent LA.

*A public right of way is one which is determined by The Countryside Act 1968. If you would like a copy of The Countryside Act 1968 please contact the Brent School Admissions Service on 020 8937 3110.