



## **ST LAWRENCE CATHOLIC PRIMARY SCHOOL**

### **ADMISSION POLICY – 2022/23**

#### **RECEPTION**

**For admission to school Sept 2022 and the  
academic year 2022/23**



#### **Introduction**

St Lawrence's Catholic Primary School was founded by the Catholic Church to provide education for 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 our pupils. 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.

### **Admission Process:**

The governing body has responsibility for admissions to this school and intends to admit **60** pupils (the published admissions number) to the reception class in the school year which begins in September 2021.

Applications are invited for **September 2022** from families whose child attains 4 years of age between the following dates:

**1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022**

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

In this policy, the term 'applicant' refers to the person applying for a place on behalf of a child, and the term 'candidate' refers to the child for whom an application is made.

If any supporting documents supplied that are not in the English language it would be helpful if translations of documents were to be provided. The Governing Body will pay the cost of any translated documents.

### **Late Applications**

Applications received after **15<sup>th</sup> January 2022** will not be considered until after all initial offers have been made. Initial offers will be made by the Local Authority on behalf of St Lawrence's School on 16<sup>th</sup> April 2022. Late applications will then be considered 2 weeks after offers have been made on 27<sup>th</sup> April 2022 and either accepted or rejected. At that point late applications will be considered if there are still places available.

### ***Please Note:***

**Entry into St Lawrence's Catholic Primary School Nursery DOES NOT guarantee entry into the Reception Class the following year. An application form must be completed by all applicants of statutory school age intending to apply for a place in Reception Class in any given year.**

### **Over Subscription:**

*Where there are more applications for places than the number of places available, and after the admission of pupils with an Education, Health and Care Plan where the school is named in such a plan, places will be offered according to the following order of priority.*

1. Catholic looked after children and previously “looked after” children and Catholic children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after. Including children who appear to the admission authority to have been in state care outside of England and were adopted.
2. Baptised Catholic children who have a sibling at the school at the time of admission and who practise weekly as evidenced by the Certificate of Catholic Practice (CCP)
3. Baptised Catholic Children whose parent is a member of staff who has been employed at St Lawrence Catholic Primary School for two or more years at the time of application and/or Catholic children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
4. Baptised Catholic children who reside in the parish of St Lawrence (as per the attached parish boundary map) and who practise weekly as evidenced by the Certificate of Catholic Practice (CCP)
5. Baptised Catholic children who do not reside in the parish of St Lawrence (as per the attached parish boundary map) and who practise weekly as evidenced by the Certificate of Catholic Practice (CCP).
6. Baptised Catholic children who reside in the parish of St Lawrence (as per the attached parish boundary map), who do not meet criteria 1-5
7. Baptised Catholic children who do not reside in the parish of St Lawrence (as per the attached parish boundary map) who do not meet criteria 1-5

8. Non-Catholic looked after children and non-Catholic children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
9. Non-Catholic Children whose parent is a qualified teacher who has been employed at St Lawrence Catholic Primary School for two or more years at the time of application and/or non-Catholic children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
10. Catechumens and members of an Eastern Christian Church.
11. Christians of other denominations whose application is supported either by a certificate of baptism or by a minister of religion.
12. Children of other faiths whose application is supported by a religious leader.
13. Any other children.

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

- For the purposes Criterion 1 of this policy, it includes a looked after child who is part of a Catholic family where a Certificate of Catholic Practice 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).
- Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted, even if this means temporarily going over the published admission number.

**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. This will be calculated by the London Borough of Hounslow on behalf of the school.

It starts from a point of measurement in the “foot print “or “seed point” of the home address. The foot print or “seed point” is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the “foot print “or “seed point “the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child’s address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services ([www.capitacs.co.uk](http://www.capitacs.co.uk)).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

### **Home Address**

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
  - using the address of a parent with whom the child spends the minority of the week \* see shared or joint residence
  - purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
  - owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
  - use of a local address whilst the child lives overseas \* see applications from abroad
- In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:
- the preference schools and if they are oversubscribed
  - if the address being used gains an advantage in the admissions process
  - the distance of the properties to the preference schools
  - the length of time the arrangement has been in place
  - current education providers and services working with the family
  - any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if

your child has started at the school. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

**and two of the following:**

- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show the full name and match the details provided at the time of application.

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

### **Shared or joint residency**

Where a child lives with parents with shared parental responsibility, each for part of a

week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

#### Children of UK Service Personnel and Crown Servants

St Lawrence in accordance with the new Admissions code 2021 will:

1. allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area;
2. use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.

In addition, admission authorities are required to use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

Admission authorities are now also placed under a general duty to ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children and that arrangements are appropriate for the area and described in the local authority's composite prospectus. This will necessarily require more liaison with the local authority in order to ensure that the duty is discharged by each individual admission authority; we would suggest that this is done through the Schools Forum, although there is nothing in the Code on a practical level to support the requirement to discharge this duty.

#### Information about Reception applications in 2019/20

In 2019/20 the school was oversubscribed. 92 applications were

received for **60** places. There were also a further **1** application which had been received after the closing date and so had to be considered as late applications. There were **0** applicants in category **1**. **60** applicants were offered a place, on baptism, siblings and living nearest the school. **32** were not. The “cut – off” point was reached in criterion **3**. The Governors were unable to offer places below criterion **3**. As the school is usually oversubscribed by weekly practising Catholic candidates, it is very unlikely that Catholic candidates not able to demonstrate weekly Mass attendance will obtain a place.

### **Application Procedures and Timetable**

To apply for a place at this school, you must complete and return **two** separate forms, the school’s Supplementary Information Form and the Local Authority’s online Application Form.

Complete and return the school’s Supplementary Information Form to St Lawrence’s School, High Street, Feltham, TW13 4HF, by 15th January 2022

Complete the online Application Form available from your local authority’s website by 15th January 2022.

London Borough of Hounslow residents must apply on-line using e-admissions by 15<sup>th</sup> January 2022.

Residents of other boroughs must apply to their home Local Authority by 15<sup>th</sup> January 2022.

Applicants wishing to be considered as practising Catholics will also need to have the Certificate of Catholic Practice (CCP) completed by the Parish Priest(s) of the church(es) which you normally attend. This provides the proof of weekly practice. The certificate of Catholic Practice is obtained from the priest at the parish where the family normally worships. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Applicants wishing to be considered as members of non-Catholic Christian denominations or of another religious faith need to submit either a certificate of baptism or a letter of support from their religious leader.

All of these certificates/letters must be received by 15th January 2022.

You will be advised of the outcome of your application by the Local Authority on the evening of Thursday 16<sup>th</sup> April 2022, initially by a letter/email from the local authority on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not complete **BOTH** the forms described above and return them by the closing date, the governing body will be unable to consider your application fully and your child may not get a place at the school.

A receipt will be given as proof of submission for any documentation given to the school office in person.

### **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 the 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 removed from the list at the end of the following Summer Term in July 2022. Reapplication is required should the applicant wish their child's name to be on the waiting list. This can be carried out at the beginning of each school year in September.

### **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 Local Authority. Supplementary Information forms must also be completed and returned directly to the school. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. 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. 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. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and make an offer.

## **Starting Reception – Children below compulsory school age**

### Summer born – delayed admission

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may request that they are admitted outside of their normal age group – to reception rather than year 1.

The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort. If the request is not made at the same time as the online application, we may not be able to consider this at a later date.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and

The views of the head teacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group

- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

Deferred Admission Parents may also request to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission. The table below shows you the options available

|                                                                                      |                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Children with their fifth birthday between 1 September and 31 December (autumn born) | Compulsory school age from the following January: A school place will be available from the September but can be deferred until January – the school place will be held once parents have agreed this with the school.                    |
| Children with their fifth birthday between 1 January and 31 March (spring born)      | Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school. |

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| Children with their fifth birthday between 1 April and 31 August (summer born) | Compulsory school age from the following September (which is then year 1 not reception): A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school. |
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The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

### **Part-time admission**

Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.

Applications must be online as usual by the closing date

### **Pupils with Education, health and care plans**

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 SEND officer. Children with this school named in their EHC Plan will be admitted to the school.

### **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 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 mean exceeding the published admission number.

### **CHILDREN OF STAFF AT THE SCHOOL**

Extract from Admissions Code December 2014: *1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:*

*a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or b. The member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage.*

All such applications should be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

### **Children of UK Service Personnel(UK/Armed Forces).**

Children of Service personnel will not be disadvantaged in the admissions process. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

### **Admission of children from abroad**

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code \* see Members of UK Armed Forces and Crown Servants. Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must not be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address. Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include Booked flights End of lease /notice to tenants in property Start of employment contract in

London/SE area End of employment contract abroad If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer of a school place.

**Definitions (these definitions form part of the oversubscription criteria)**

| Term                                   | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted child                          | A child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Catechumen                             | A child or parent 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. For a child under 7 years of age it will be the certificate of the parent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Catholic                               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Certificate of Catholic Practice (CCP) | of 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 holy days 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<br>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<br><a href="http://rcdow.org.uk/education/governors/admissions/">http://rcdow.org.uk/education/governors/admissions/</a> |

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| Child Arrangement Order | An order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Christian               | For the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                         | <p>For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the walking route.</p> <p>It starts from a point of measurement in the <b>"foot print"</b> or <b>"seed point"</b> of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.</p> <p>From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.</p> <p>The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap. OS Mastermap has been accurately digitised to measure along the centre of road.</p> <p>The network starts from a point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which</p> |

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|                          | <p>is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.</p> <p>If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.</p> <p>The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (<a href="http://www.highermappingsolutions.com">www.highermappingsolutions.com</a>). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (<a href="http://www.capitacs.co.uk">www.capitacs.co.uk</a>).</p> <p>Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.</p> |
| Eastern Christian Church | Includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Enrolment                | On 1 <sup>st</sup> September when the candidate is placed upon the school roll.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Looked after child       | Any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). This definition reflect the meaning as shown in Section 22 of the Children Act 1989.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Children of other Denominations | <p>Children who belong to other churches and ecclesial communities which, acknowledging 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.</p> <p>All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial</p> |
|                                 | communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Children of other faiths        | <p>Children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:</p> <p>§ A religion which involves belief in more than one God, and</p> <p>§ 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.</p>                                                                                                                                                                                                                                                                                      |
| Parent                          | The adult or adults with legal responsibility for the child.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Parish Boundary                 | <p>For the purposes of this policy, parish boundaries are as shown on the attached map.</p> <p><b>Parish boundaries are defined by the Archdiocese of Westminster and are not within the remit of the school to alter</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|          |                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------|--------------------------------------------------------------------------------------------------------------------------|

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|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sibling                    | A 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. A brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling |
| Special guardianship order | 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).                                                                                                                                                                                                                                                                                                                                        |

The Governors reserve the right to seek verification of the information parents have given on any application form. The Governors reserve the right to refuse to admit the child or to withdraw the place in circumstances where an offer has already been made and false information found to have been given. Any specific allegations of fraud will be investigated and if abuse is discovered appropriate action will be taken.

### **Tie Break**

In the event of a tie-break situation, where two or more applicants for the last remaining place/s, have equal priority with equal distance measurements, lots will be drawn in the presence of an independent witness to determine which applicant should be offered the place.

This policy is reviewed annually and replaces all previously issued policies and criteria of admission.

### **Appeal**

If you wish to appeal against the decision of the Admissions Authority you should contact the school directly and an Independent appeals panel will be convened. Appeals must be submitted in writing by 22nd May 2022.