



## **St Lawrence Catholic Primary School**

### **Admissions Policy 2027-2028**

#### **Reception**

**For admission to school in September 2027 and the  
academic year 2027-2028**

## **Introduction**

St Lawrence 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 is the admission authority and 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 2027.

Applications are invited for September 2027 from families whose child attains 4 years of age between the following dates:

### **1<sup>st</sup> September 2026 and 31<sup>st</sup> August 2027**

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 2027 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 16th April 2027.

**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
2. Baptised Catholic children who have a sibling at the school at the time of admission
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)
5. Other baptised Catholic children
6. Non-Catholic looked after and previously looked after children
7. Catechumens and members of an Eastern Christian Church.
8. Non-Catholic children who have a sibling at the school at the time of admission
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. Christians of other denominations whose application is supported either by a certificate of baptism or by a minister of religion.
11. Children of other faiths whose application is supported by a religious leader.
12. Any other children.

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.

### **Distance definition**

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. 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 or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. 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 the road. The LA has no control over how OS digitise the road and footpath network.

The network starts from the seed 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. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd [www.theaccessgroup.com](http://www.theaccessgroup.com)

Other measuring systems may give a different measurement, but the Local Authority 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. 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**

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

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.

### **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 (SIF) and the Local Authority's online application Form (Common Application Form or CAF).

Complete and return the school's Supplementary Information Form and all supporting documentation to St Lawrence Catholic Primary School, High Street, Feltham, TW13 4FH, by 15th January 2027

Complete the online Application Form available from your local authority's website by 15th January 2027.

London Borough of Hounslow residents must apply on-line using e-admissions by 15<sup>th</sup> January 2027.

Residents of other boroughs must apply to their home Local Authority by 15<sup>th</sup> January 2027. 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.

You will be advised of the outcome of your application by the Local Authority on the evening of 16th April 2027 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.

### **Waiting lists**

A waiting list will be held for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

The waiting list will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of receiving application.

when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until 31 August 2027. Hounslow will contact parents/carers in August 2027 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2027.

### **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.

### **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**

#### **Deferred Admission**

Parents can choose 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 the options available:

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

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| <p>Children with their fifth birthday between<br/> <b>1 April and 31 August</b><br/> (summer born)</p> | <p>Compulsory school age from the following September (<b>which is then year 1 not reception</b>):</p> <p>A school place will be available from the September before this but can be deferred until <b>January or April</b> – the school place will be held once parents have agreed this with the school.</p> |
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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**

Parents can choose to send their child to school on a part time basis. 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.

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 part time admission.

### **Delayed Admission – summer born**

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.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort.)

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

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

The views of the head teacher will be an important part of this consideration. We may 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.

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 5<sup>th</sup> birthday for a place in Year 1.

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.

### **Children educated outside of their chronological year group**

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school.

You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider which may include:

- the parents' views
- recent information about your 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

The views of the Headteacher will be an important part of this consideration. We may also gather information from any professionals involved with your child to consider whether any of the following apply:

- Whether your 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 your child's physical maturity places them in a position of being developmentally different from their peer group.
- Whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group.

### **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**

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.

### **Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)**

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 Service Personnel and Crown Servants.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

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Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

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

| Term                          | Definition                                                                                                                                                                                                                                                                                                  |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Previously Looked After Child | A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in |

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|                         | state care outside of England and who ceased to be in state care as a result of being adopted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Catechumen              | A 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Catholic                | <p>'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.</p> <p>For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.</p> |
|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Distance | <p>To be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. 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 or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.</p> <p>It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the</p> |
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|  | <p>National Land Property Gazetteer (NLPG) for addresses outside our borough.</p> <p>From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. 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 the road. The LA has no control over how OS digitise the road and footpath network.</p> <p>The network starts from the seed 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. Where there are multiple applications with equal distances, the LA's database will randomly order these.</p> <p>The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd <a href="http://www.theaccessgroup.com">www.theaccessgroup.com</a></p> <p>Other measuring systems may give a different measurement, but the Local Authority cannot take a measurement from another measuring system.</p> |
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| 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       | A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who                  |

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|                                           | <p>is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.</p> <p>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Children of other Christian 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</p> <p>Scriptures and is committed to working in the spirit of the above. 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 communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.</p> |
| 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 a religion which does not involve a belief in 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resident                   | See above definition for 'Home Address'                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 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).                                                                                                                                                                                                                                                                                                                                        |
| 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 |

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.

### **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 16<sup>th</sup> May 2027.

