Admissions Policy 2026-27

St Augustine's Catholic Primary School

Approved by:	Admissions Committee	**Date:**	July 2024
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ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2026 - 2027

St Augustine's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company, St John Southworth Catholic academy Trust as part of the Catholic Church in accordance with its trust deed and Articles of association and seeks at all times to be a witness to our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The St John Southworth Catholic academy Trust is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The St John Southworth Catholic academy Trust has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2025. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2025 and 31st August 2026.

The St John Southworth Academy Trust will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN, where logistically possible.

Pupils with an Education, Health & Care Plan (EHC)
The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure (this used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your Local Authority SEN officer. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).

Oversubscription Criteria
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-6);

2. Baptised Catholic Children, who have a brother or sister at the school at the time of admission (see notes 6, & 11);

3. Baptised Catholic Children whose parent is a qualified teacher who has been employed at St Augustine's Catholic Primary School for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage. *numbers are limited – refer to Children of staff at the school section below (see note 6);

4. Other Baptised Catholic children (see note 6);

5. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);

6. Catechumens and members of an Eastern Christian Church (see notes 7 & 9);

7. Any other children.

Within each of the categories listed above, the provision below will be applied in the following order:
The St John Southworth Academy Trust will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need ***of the child***, which can only be met at this school.

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 is permanently employed at the school 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.

Application in previous years:
In previous school years the school has been unable to offer places to any applicants beyond oversubscription 5.

Tie break
Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, **the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system**. The measurement will be conducted by the Local Authority (LA) using its computerised measuring system. If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

Application Procedure for Entry in September 2026 – July 2027
To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority (paper forms are also available on request.) If you are applying under criteria 1, 2, 3, 4 & 6 you should also complete the **School's Supplementary Information Form (SIF).** Whilst this is not compulsory, the information on the SIF enables the St John Southworth Academy Trust to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15th January 2026**, the St John Southworth Academy Trust will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

You will be advised of the outcome of your application, on or about **16th April 2026**. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing **by 21st May 2026.**

Late Applications
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Reception Year Deferred Entry
A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the **1st April 2026**. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

Part-time attendance
Applicants may also request that their child attend part-time (am or pm) until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

Admission of children outside their normal age group
A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to Chair of Admissions (admin@staugustinesrc.lbhf.sch.uk). The St John Southworth Academy Trust will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the St John Southworth Academy Trust before any admission application for delayed entry is made**. If permission is received then the parents will make their admission application for the year in which they wish their child to start school. No additional priority will be given and applicants will be ranked against the oversubscription criteria with all other applications. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

Waiting Lists
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until **31st July 2026** unless

applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to **Headteacher (Mr Kincaid) St Augustine's Catholic Primary School** by contacting **the school office, Disbrowe Road, London, W6 8QE, https://www.staugustinesrc.lbhf.sch.uk/admissions/**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are spaces in the academic Year groups applied for then a place will be offered to the applicant. The applicant will be expected to start school as soon as possible.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing within 15 days, and you have the right of appeal to an independent appeal panel.

The school will aim to notify parents of the outcome of an in-year application within 10 school days with the maximum timescale 15 school days.

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 admission round The St John Southworth Academy Trust is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The St John Southworth Academy Trust has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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 St John Southworth Academy Trust reserves the right to withdraw the place, even if the child has already started at the School.

The St John Southworth Academy Trust reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

NOTES (these notes form part of the oversubscription criteria)

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

2. **A 'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who 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 application to the school. 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 governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

4. **'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

5. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

6. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.

8. **'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 for a child aged 7 or over.

9. '**Eastern Christian Church**' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

10. '**Brother' or 'Sister'** includes:

> i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
>
> ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

12. **A 'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child**.**

13. **Home address** -
A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.