



ST MICHAEL AND ST MARTIN CATHOLIC PRIMARY SCHOOL



ADMISSIONS POLICY 2023 – 2024

St Michael and St Martin Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 is 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.

Admissions Process

The Published Admission Number (PAN) for the reception class at St Michael and St Martin's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in **September 2023**. Applications are welcome from families whose child reaches his/her 4th birthday between **1st September 2022 and 31st August 2023**.

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

In this policy '*applicant*' refers to the person making an application on behalf of a child; '*candidate*' refers to the child on whose behalf the application is being made.

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

Late Applications (Reception)

Applications received after the **14th January 2023** 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 Michael and St Martin Catholic Primary School for Reception on **19th April 2023**.

Please Note:

Entry into St Michael and St Martin 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.

Oversubscription Criteria

Where there are more applications 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 Catholic children who have been previously 'looked after', and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders immediately following having been looked after and international adopted previously looked after children (IAPLAC).
2. Baptised Catholic children, *with* a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Baptised Catholic children *with* a Certificate of Catholic Practice (CCP) who are resident in the Parish of St Michael and St Martin.

4. Other baptised Catholics *with* a Certificate of Catholic Practice (CCP) and do not reside in the Parish of St Michael and St Martin.
5. Other baptised Catholic children *without* a Certificate of Catholic Practice (CCP).
6. Non Catholic 'looked after' children and Non Catholic children who have been adopted or made subject to child arrangements order or special guardianship orders immediately following having been looked after.
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by a letter from their minister confirming membership of their faith community.
9. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of the faith community.
10. 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 or priest's letter 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.

Exceptional Need

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application to both the Local Authority and the school on your Supplementary Information Form (SIF). The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

Applications in Previous Years

For the past six years the Governing Body has been unable to offer places to any applicants beyond oversubscription criterion 4. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

Application Procedure 2023 - 2024

In order to make an application, you **must** complete your home local authority's application form. For Hounslow residents this is an **online application using e-Admission**. You **should** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF

enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF to School – **St Michael and St Martin Catholic Primary School, Belgrave Road, Hounslow, Middlesex TW4 7AG**, 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 **the 15th January 2023**, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. If you do not complete and return your SIF it is very unlikely that your child will be offered a place.

The local authority will contact you on behalf of the Governing Body with the outcome of your application for a Reception place on the. This information will also be available on line. Parents / Carers should accept or decline the place as soon as possible.

Residency of the child will be determined by the address shown on the most recent Council tax bill in the parents' possession and their Child Benefit documentation.

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 as measured by the Local Authority (LA).

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

In-Year Admissions

Applications for In-Year admissions are made to both the Local Authority on their In-Year application form and to the school by completing the Supplementary Information Form (SIF) which should be returned directly to the school. The local authority will advise the school of the application and the school will inform the Local Authority of the outcome.

In-Year waiting lists will be managed by the school in accordance with published admissions criteria. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. In-Year waiting lists will be held until the end of the academic year.

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.

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.
Children with their fifth birthday between 1 April and 31 August (summer born)	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.

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 attendance

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 made online as usual by the closing date.

Children Educated Outside Their Chronological Age Group ***(except summer born applications for Reception)***

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Certificate of Catholic Practice

Applicants applying under criteria 2, 3 and 4 should submit **an original** Certificate of Catholic Practice (CCP) by the closing date. This form is available from your **Parish Priest** or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign your certificate if he knows you.

Nursery Children

Attendance at the nursery **does not** guarantee a place in reception.

Parents of children attending St Michael and St Martin nursery **must** make a fresh, **new** application for reception.

Right of Appeal

If your application has not been successful, you have the right of appeal. Appeals should be made directly to the school by contacting **Mrs A Kitt, School Business Manager on 020 8572 9658 in the first instance. Appeals must be submitted no later than 20 school days from the date of notification of admission decision.**

Waiting List

In addition to their right of appeal, unsuccessful candidates will be placed on a waiting list.

The waiting list will be in operation until **31st August 2023**. The Local Authority will contact you in August 2023 to ask if you want child's name to remain on the waiting list until 31st December 2023. If you do not reply your child's name will be removed from the waiting list on 31st August 2023. After this date you will need to make an in-year application.

A waiting list will operate for each year group.

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 (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.

Applications 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.

Pupils with an Education, Health and 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 and Disabilities (SEND) Code of Practice. If your child has an EHC Plan you must contact your local authority SEN Officer. Children with this school named in their EHC Plan will be admitted.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Distance

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 blocks of flats are treated as one address, 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 Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd (www.servelec.co.uk).

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system

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	Means 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. This includes children in the process of adoption by a Catholic family who have been baptised or received were it not for their status as looked after child / children.
Certificate of Catholic Practice (CCP)	Means 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 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 http://rcdow.org.uk/education/governors/admissions/
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.
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 1st 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 reflects the meaning as shown in Section 22 of the Children Act 1989.
Children of Other Christian Denominations	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, 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 creedal 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.

Term	Definition
Continued /...	All members of Churches Together in England and of CYTUN 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.
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> <ul style="list-style-type: none"> • A religion which involves belief in more than one God, and • A religion which does not involve belief in a God. <p>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 maps can be found on our website (www.stmichaelrc.hounslow.sch.uk). Click on Key Information followed by, Admissions.</p> <p>Parish boundaries are defined by the Archdiocese of Westminster and are not within the remit of the school to alter</p>
Resident	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.
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).

Agreed and Approved by the full Governing Body:

Chair of Governors :



Mr P Lemaire

Date :

23/03/22