



ST MICHAEL AND ST MARTIN CATHOLIC PRIMARY SCHOOL



ADMISSIONS POLICY 2024 – 2025

St Michael and St Martin 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 be given to Catholic children in accordance with the oversubscription criteria listed below. 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 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.

Admissions Process

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number (PAN) at 60 pupils to be admitted into each school year which begins in September 2024.

Applications for Reception Class are welcome from families whose child reaches his/her 4th birthday between **1st September 2023 and 31st August 2024**.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

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.**

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.

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** an original Certificate of Catholic Practice, who have a sibling at the school at the time of admission.

3. Baptised Catholic children **with** an original Certificate of Catholic Practice (CCP) who are resident in the Parish of St Michael and St Martin.
4. Other baptised Catholics **with** an original 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. Other '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. Children of other 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.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

Please read 'notes form part of the oversubscription criteria' which can be found that the end of this policy.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis using the local authority's computerised measuring system on the following basis

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the LA's database will randomly order these.

Distances commence 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 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.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete the London Borough of Hounslow's e-admission form. You are also requested to complete the Supplementary Information Form (SIF). The Supplementary Information Form and supporting documentation should be returned to the office at St Michael & St Martin Catholic Primary School, Belgrave Road, Hounslow, Middlesex TW4 7AG, alternatively you can email your information to : admissions@stmichaelrc.hounslow.sch.uk.

If you do not complete **both** of the forms described above and return them by the **15th January 2024**, 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.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions as stated above.

You will be advised of the outcome of your application by the London Borough of Hounslow National Offers Day – on or about 16th April 2024 on our behalf.

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.

Late Applications (Reception)

Late applications will be administered in accordance with The London Borough of Hounslow's Local Authority Primary Co-ordinated Admissions Scheme.

You are encouraged to ensure that your application is received on time.

Applications received after the **15th January 2024** 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 **16th April 2024**. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Nursery

For children attending the school's nursery, application to the reception class of the school **must** be made in the normal way, to both the school and the London Borough of Hounslow. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school and you **must** make a fresh, new application for reception.

The governing body 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.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or 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 of their normal age group, for example, 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 and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the London Borough of Hounslow at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

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 headteacher 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.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list.

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 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 the **31 August 2024**. Hounslow will contact parents/carers in August 2024 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2024.

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 the London Borough of Hounslow and to the school by completing and submitting the Supplementary Information Form (SIF) and submitting this to the school either by email on admissions@stmichaelrc.hounslow.sch.uk or by visiting the school office on Belgrave Road, Hounslow, Middlesex TW4 7BY.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the appropriate year group waiting list.

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

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 seven 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.

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 we do not receive any information, your application will be considered incomplete and we may not be able to make an offer.

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

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 (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 *Children of UK Service Personnel*.

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 1st 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.

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.
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. 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.

Term	Definition
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 : 23/03/23