



St George's Cathedral Catholic Primary School
33 Westminster Bridge Road
London SE1 7JB

Admissions Policy for entry during Academic Year 2024/25

St George's Cathedral Catholic Primary school is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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. 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.

The school exists primarily to serve the Catholic community. However, the Governing Body welcomes applications, subject to availability of places, from those of other denominations and faiths or from those of no declared faith who support the religious ethos of the school. The Governing body of St George's Cathedral Catholic Primary School, having consulted with the local authority and other admission authorities, will admit up to 30 pupils to the Reception classes in the school year which begins in September 2024.

Admissions Criteria

Where applications for admission exceed the number of places available (30), the Governing body will allocate places in accordance with the following criteria, in the order of priority set out below:

1. Looked after Catholic children or looked after children in the care of Catholic families, and previously looked after Catholic children who have been adopted or became the subject of a residence order or special guardianship order immediately following having been looked after and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children. Evidence of baptism will be required.
3. Other Looked After children, other previously looked after children who have been adopted or who have become subject of a residence order or special guardianship order immediately following having been looked after and other children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
4. Children enrolled in the catechumenate or candidates. Evidence of enrolment in the catechumenate will be required.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.

7. Children of other faiths. Confirmation of membership of the faith provided by a priest, minister or religious leader where the family regularly worships, will be required.

8. Any other children

The following order of priorities will be applied when the number of applications within any of the above categories exceeds the number of places available:

1. For category 2 above: The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays over a period of 1 year. This evidence must be provided by at least one parent or carer and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form, that is (i) weekly Mass attendance (ii) once or twice a month (iii) less often. This evidence must be provided by the parent or carer and be endorsed by a priest, using part 2 of the Supplementary Form, at the church(es) where the family usually worships.

2. A sibling (see below for definition) on the school roll at the time of admission. Evidence of the relationship may be required.

3. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant current evidence must be provided by an appropriate professional authority, e.g. qualified medical practitioner, education welfare officer, social worker or priest.

4. Distance from home to school. Evidence of permanent home address would be required. Using the safest, shortest walking route as a 'tie break', measurements will be taken from the applicant's address to the pupil entrance on Lambeth Road. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by drawing lots.

Notes

A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a 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. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a "child arrangements order" or "special guardianship" order.

'Catholic' means a member of a Church in full communion with the See of Rome, including the Ordinariate Latin and Oriental Rite and 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 who is part of a Catholic family where a priest's reference 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.

Reference to other Christian denominations refers to other denominations that are full members of Churches Together in England.

'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.

By 'regular practising Catholic family', we mean at least one parent/carer and the children attend Mass weekly on Sundays and on Holy Days of Obligation as a central part of their lives. Missing Mass more than once a month would not be deemed as regular practice.

A sibling is defined as a full brother or sister or step/half brother or sister, through blood, marriage or adoption, not necessarily living at the same address, a child who is living as part of the family unit by reason of a Court Order, or a child who has been placed with foster carers as a result of being 'looked after' by the local authority.

Admissions procedure for Reception Class places

1. Common Application Form. Parents must complete the Local Authority's on-line application before the national closing date for primary schools (15 January 2024).
2. Supplementary Information Form. This form is available from the school or downloaded from the school's website and should also be completed and returned to the school no later than the closing date for applications notified by the Local Authority.
- 2a. Completion of a Supplementary Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application may be considered under the 'any other children' (category 8). Offers of places will be available to parents from Southwark's e-Admissions website on the common offer date 17 April 2023

Admissions to the Nursery Class

Application for a Nursery place is made directly to the school by filling in an Application Form and returning it to the school. Children are admitted to the Nursery class at the age of three years plus, on a part-time basis, up to a maximum of 26 children in each session. A separate application must be made for a Reception class place; a place in the Nursery class does not guarantee a Reception class place.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Key Stage One (Year One and Year Two) classes are restricted by the legislation to 30 children.

Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- (a) The admission of additional children would not breach the KS1 class size limit; or
- (b) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied, and the child would have been offered a place if the arrangements had been complied with, or had been correctly and impartially applied; or
- (c) The panel decides that the decision to refuse admission was not one which a reasonable Admission Authority would have made in the circumstances of the case.

Appeals Timetable

The deadline for **lodging appeals is 22 May 2024**.
Appeal Hearings will be held from the **26th June 2024** onwards

Waiting Lists

Parents of Reception children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list. The waiting list is reviewed within 2 weeks of the start of the new Autumn Term and will be maintained until the end of the school year. In the case of In-Year and Nursery Applications the waiting list is reviewed 2 weeks before the end of each term. Parents are notified at the time of each review and will be asked if their application is to remain on the list or to be removed. The waiting list will be operated using the same admissions criteria listed above for In-Year and Nursery Applications. Putting a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

It is possible that when a child is directed under the local authority's fair access protocol, they will take precedence over those children already on the list.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admission of pupils with a statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND Code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can defer the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents are also able to request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, e.g: the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, should make a formal request that they are admitted out of their normal age group, to Reception rather than Year One.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's headteacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Late Applications

Any late applications will be considered by the Governors' Admission Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Reception), applies also to succeeding years, subject to availability of places.