



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

### **Admissions Policy for entry during Academic Year 2025/26**

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 2025.

#### **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 and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. 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 in possession of a Certificate of Catholic Practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. 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.
5. Children enrolled in the catechumenate or candidates. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.

7 Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership 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. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The governors 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.
2. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant current evidence must be provided at the time of application, by an appropriate professional authority, e.g. qualified medical practitioner, education welfare officer, social worker or priest.
3. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance in Lambeth Road by the local authority using a geographical computerised information system. Evidence of residence may be required. 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 the drawing of lots.

#### **Notes**

- i) Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- ii) A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins).
- iii) Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- iv) 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.
- v) 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 an 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. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted.

#### **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 (13 January 2025).

2. The Certificate of Practice should be completed and received at the school not later than the national closing date for primary schools. This 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 14 April 2025

### **Education, Health and Care (EHC) Plan**

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of 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 an EHC plan naming the school will be admitted without reference to the above criteria.

### **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.

Infant 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 infant 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 complied 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.

### **Governors Appeals Timetable**

The deadline for **lodging appeals is 21 May 2025**.  
Appeal Hearings will be held from the **25<sup>th</sup> June 2025** onwards

### **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.

## **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until at least 31<sup>st</sup> December of each school year of admissions. The waiting list will be operated using the same admissions criteria listed above. Placing 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.

## **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.