

# St Patrick's Catholic Primary School



## School Admissions Criteria Policy

Date: 2025 - 2026

# St Patrick's Primary School

## Admissions Criteria Policy

*We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.*

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St Patrick's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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.

It aims to give a thorough education in the context of the Catholic Faith of the family as it is believed and lived at home and at Church where the family worship each Sunday. Catholic education looks to the growth of the child, intellectually, socially, culturally, morally and spiritually, thus necessitating a very close bond between Church, School and Home.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils into the Reception Year. They invite applications for admission from those who desire for their children a Catholic Education. Intakes of 30 children for each reception class will be admitted in September.

**The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of exceptional social, medical, pastoral or other need of the child which can be most appropriately be met at this school.**

### **Oversubscription Criteria**

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

The attendance of a brother or sister at St Patrick's at the time of enrolment will increase the priority of an application ***within each category.***

1. Looked after and previously looked after children from Catholic families.
2. Other looked after and previously looked after children.
3. Baptised Catholic children from Catholic families who are resident in the parish of Our Lady of the Rosary and St Patrick, Walthamstow and Christ the King, Chingford.
4. Catholic children who are resident in the parishes of St Joseph's, Leyton and Our Lady and St George, Walthamstow for whom St Patrick's Catholic Primary School is the nearest Catholic school.
5. Other baptised Catholic children.
6. Catechumens and members of an Eastern Christian Church.

7. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
8. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
9. Any other applicants

In the event of over subscription in any category the following criteria in the order given below will be used to determine priority.

a) Those children who have brother(s) or sister(s) in the School in any but the final year.

b) Children of teaching staff who:

- have been employed at the school for two or more years at the time of application for the school place or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

### **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.

### **Application Procedures and Timetable**

If you want to apply for a place in the Reception class at St Patrick's Catholic Primary School in the school year **2024/2025**, you must complete an application for the Local Education Authority. This is done via their eAdmissions website (<https://www.walthamforest.gov.uk/content/applying-primary-school-place>).

You must also complete a School application form obtainable only from the School Office.

Please then return the school form to the school office by the closing date. Parents will be notified of the outcome of their application by the Borough.

### ***Applications need to be returned with birth certificate and proof of residency***

**Proof of residence may be 1)** the most recent Council Tax bill or tenancy agreement **AND 2)** the most recent Child Benefit/Child Tax Credit letter showing your child's name and your address.

### **Outstanding Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names are normally removed from the list after twelve months.

### **Pupils with a Statement of Special Educational Needs or an Education Health and Care plan**

The admission of pupils with a statement of Special Educational Needs or an Education Health and Care plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements and EHC plans by the pupil's home Local Education Authority. Details of this separate procedure is set out in the Special Educational Needs Code of Practice.

### **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 school by contacting the School office.

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 waiting list (see above).

The applicants will be advised of the outcome of their application in writing and will have the right of appeal to an independent appeal panel.

Notes (these notes form part of the oversubscription criteria)

**“looked after child”** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

**“Catholic”** means a member of a Church in 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.

**“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.

**“Eastern Catholic Church”** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

For the purposes of this policy, parish boundaries are as shown on the school’s application form. Distances are calculated by the Local Education Authority’s software.