

**SS PETER AND PAUL CATHOLIC PRIMARY SCHOOL**  
**ADMISSION POLICY**  
**For the Academic Year 2022/2023**  
**Children born between 1st September 2017 - 31st August 2018**

**Our Mission**

**Learning Together, Achieving Together in Christ**

**Background Information**

SS Peter & Paul is a Voluntary Aided Primary School in the trusteeship of the Archdiocese of Southwark. 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. The governors expect all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

This Admission Policy has been drawn up by Governors in compliance with the Schools Admission Code December 2014, which is available at [www.gov.uk](http://www.gov.uk).

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2022, up to 30 pupils without reference to ability or aptitude (see Note 2).

Children are allocated a place in the school based on the following ranked criteria:

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 who have become the subject of a residence or guardianship order, or Catholic overseas looked after children who have been subsequently adopted in the UK.
2. Baptised Catholic children of practising\* Catholic families.
3. Other Catholic children or children enrolled in the catechumenate.
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
5. Children who are baptised members of Eastern Orthodox Churches.
6. Children of families who are members of other Christian denominations.
7. Children of other faiths.
8. Any other children.

**\* Note:** On the advice of the Education Commission of the Archdiocese of Southwark the governing body of SS Peter and Paul Catholic Primary school has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted whilst churches are closed or attendance at church is not possible due to COVID19. This statement has been shared widely with parishes in order to ensure that determinations made by parish priests concerning regular practice of the faith are being made on a consistent basis.

*The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by Bishops' Conference of England and Wales. If a parent/carer attended Mass at particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) regularly since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops.*

## Oversubscription Criteria

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- A. For categories 2 & 3 above only; The frequency of the family's religious practice, that is attendance at Saturday evening or Sunday Mass. Applications will be ranked, within each category, in the following order as indicated on the Supplementary Information Form:
  - firstly those who attended Saturday evening/Sunday Mass weekly, before 18<sup>th</sup> March 2020, then:
  - those who attended at least monthly before 18<sup>th</sup> March 2020.
- B. A brother or sister, residing at the same address, on the school roll at the time of admission. Evidence of the relationship may be required.
- C. Children for whom the school is particularly suitable on medical or social grounds. Written evidence must be provided by a qualified medical practitioner or social worker. The supporting evidence should set out clearly the particular medical and/or social reasons why SS Peter and Paul is the most suitable school and the difficulties that would be caused if the child has to attend another school. In respect of this the governors will consider if the child's needs can only be met at this school only upon the professional evidence provided.
- D. (i) Distance from home to school measured in a straight line from the centre point of the child's residence to the school office door by Merton Local Authority using its computerised mapping system (GIS). Evidence of residence may be required.  
  
(ii) In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used, which will be supervised by the Local Authority (LA).

### **Notes:**

1. Pupils with an 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 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 an EHC plan naming the school will be admitted without reference to the above criteria.
2. In accordance with the Schools Admissions Code the Governors will admit over 30 pupils only in the following exceptional circumstances:
  - a. twins and children of multiple births where one of the siblings is the 30<sup>th</sup> child admitted, or
  - b. children of Service Personnel admitted outside the normal admissions round
3. For the purposes of this policy, a baptised Catholic means a person baptised in one of the Latin or Oriental Rite Churches that are in union with the Bishop of Rome or a person received into the Catholic Church. (This also includes children of members of the Ordinariate of Our Lady of Walsingham).
4. Practising Catholic means attending Sunday or Saturday evening Mass with applications ranked according to frequency of attendance in the order indicated in A above. Mass attendance will be verified by the Priest on the Supplementary Information Form.
5. A Looked-After child is a child who is in the care of a LA or being provided with accommodation by a LA.
6. Previously looked-after children are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangement Order or a Special Guardianship Order.
7. Other Christian denominations mean churches which are full members of Churches Together in England (not observers). A list of member churches can be found at [www.cte.org.uk](http://www.cte.org.uk).
8. Brother or sister refers to natural 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.

9. Admission of children outside normal age group (refer to section Other Applications).

### **Evidence required**

1. For categories 1, 2, 3, and 5 above parents/carers need to provide evidence of reception into the Catholic Church or Eastern Orthodox Church. Generally, this would be a Baptismal Certificate.
2. For categories 1 and 4 Governors may request evidence of Adoption and of previous Looked-After status.
3. For category 3 evidence of enrolment in the catechumenate should be provided. Membership of the catechumenate, that is, being prepared for reception into the Catholic Church, will be verified by the Priest on the Supplementary Information Form.
4. For category 6 above parents/carers need to provide a baptismal certificate, certificate of dedication or statement of membership of the church concerned by the Priest/Minister on the Supplementary Information Form.
5. For category 7 above a statement of membership of the faith group concerned by the Priest/Minister/Faith Leader on the Supplementary Information Form will be necessary.

### **Admissions procedure**

Parents/carers must complete the Common Application Form supplied by the Local Authority. In addition, parents/carers are asked to complete a Supplementary Information Form available from the school. The completed Supplementary Form should be sent to the school to arrive no later than the closing date of **15th January 2022**. Parents/carers are advised to make two copies of the Supplementary Form. They should retain one copy and pass the second copy to their priest/minister/faith leader, as indicated on the form itself.

**Places will be offered on the national primary offer date of Tuesday 19<sup>th</sup> April 2022**

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) 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 Appeals 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;
- c. or 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.

### **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 **31st August 2023**, 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. The waiting list will be re-ordered each time a child is added, according to the published oversubscription categories in operation at that time. Names will be removed from the waiting list at the end of the academic year and any new application would require an updated Supplementary Form. 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' Admissions Committee in the event of there being any available places using the above categories. 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.

### **Other Applications**

Applications for places outside the normal admissions round should be made to the London Borough of Merton on an In-Year Application Form. You should also complete a Supplementary Form which will be available from the school.

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

#### **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 request that 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 may also request that their child attends part-time until the child reaches compulsory school age.

#### **Admission of children outside their normal age group**

Please note that, for children born between **1st September 2017 - 31st August 2018**, parents must still submit an application by **15th January 2022**.

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, may request that they are admitted out of their normal age group – **to Reception rather than Year 1**.

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 parent's 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 head teacher. 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.

#### **Nursery**

The same criteria will also be applied for Nursery places, although a different Application Form is used, which is obtained from and returned to the school by their published cut-off dates. The cut-off dates are as follows: **30<sup>th</sup> April for September entry, 30<sup>th</sup> September for January entry and 31<sup>st</sup> January for Summer Term entry**. Entry to Nursery will normally be in the term following the child's third birthday. It must be noted that admission to the school Nursery does not guarantee a place in the Main School, as a fresh application must be made, as stated in this policy. In the event of over-subscription, a waiting list will be held as detailed above.