



The Governing Body of St Mary & St Michael Catholic Primary School

Admissions Policy for the 2028/29 academic year

St Mary & St Michael 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. It 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the reception year group is 30. The Governing Body is the admission authority and has sole responsibility for admissions to this school and intends to admit 30 pupils to the reception year group in the school year which begins in September 2027.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria, listed below

Within this policy 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom the application is made.

Please note that whilst we do have an over subscription criteria in place, we welcome children from all oversubscription areas and, over the past few years, have successfully filled the school with children from all criteria.

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:

1. Catholic 'looked after' and previously looked after children
2. Baptised Catholic children.
3. Other looked after and previously looked after children
4. Catechumens & members of an Eastern Christian Church.
5. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription these provisions will be applied in the following order:

1. The Governing Body will give top priority after the appropriate category of 'looked-after children' to an application within any of the above criteria where evidence is provided at the time of application of a special pastoral, social or medical need. To demonstrate an exceptional pastoral, social or medical need of the child which can only be met at this school, the Governing Body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.
2. The attendance of a brother or sister at the school at the time of proposed admission will increase the priority of an application within each category after children in 1 above

3. Children of staff members who have been employed for a minimum of two years at St Mary & St Michael will have third priority within each category after children in 1 and 2 above

Where the final place is offered to a child of a multiple birth i.e. twin, triplet etc, the remaining child/ren will, where logistically possible, also be offered a place, even though it will mean exceeding the published admission number.

Tie Breaker

In the event of oversubscription in the categories above, priority will be given to children who live closest to the school by the shortest walking distance. A digital ordnance survey map is used to measure the distance from the home address to the school's designated official entrance. The distance is measured from the centre point of the address to the centre point of the main entrance of the school, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take account of the location of pedestrian crossings. In the case of equidistance from the school or where there is more than one application from the same family competing for a single lottery, which will take in the presence of an independent witness.

Admission Appeals

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the school. This should be completed and returned to the school, marked for the attention of Clerk to the Admission Appeal Panel. In the case of applications for Reception 2028/2029 the deadline for appeals is on 16th April 2028.

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. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your Local Authority SEN officer. Children with an EHC Plan naming this school will be admitted.

Fair Access Protocols

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 admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2029.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list so that an offer can be made.

Children educated outside their chronological age group

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the Autumn Term in the (academic) year of application, giving reasons and providing compelling professional evidence.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The 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. The waiting list will be held open for a full academic year.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form (CAF) available from the local authority in which you live.

You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under criteria 1,2, or 4. The Form should be returned to the Jo Hannan, School Business Manager by January 15th 2028.

You will be advised of the outcome of your application initially by letter from the Local Authority on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not complete both the forms described above and return them by the respective closing dates the Governing Body may be unable to consider your application fully and this may affect your child's chance of being offered a place at this school.

Please check the Tower Hamlets website under school admissions for closing dates for applications and offer dates timetable.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2028.

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, prior to the child starting at the school.

NOTES: these notes form part of the oversubscription criteria.

- *An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child*
- ***‘Parent’** is the person or persons who have parental responsibility for the child.*
- *A **‘looked after child’** has the same meaning as in section 22(1) of the Children Act 1989, and means any 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 to the school.*
- *A **‘previously looked after child’** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.*
- ***‘Catholic’** means 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest 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).*

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the 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 Christian Church’** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*
- ***“brother” and “sister”** includes:*
 - i) *all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and*
 - ii) *the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.*
 - iii) *all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and*
 - iv) *the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.*
- *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 require written evidence from an appropriate professional, such as a social worker, doctor or priest.*
- *For the purpose of this policy, parish boundaries of St Mary & St Michael are shown on the attached map. Distances will be measured from the main entrance of the school in a straight line on a large scale map by the shortest walking distance using lit and made up public roads and paths.*

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- *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.*
- *'**Adopted**'. Adopted means any child who has ceased to be looked after because they have been adopted and whose parents can give proof of this status.*
- *'**Child Arrangements Order**' A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.*
- *'**Special Guardianship Order**'. A special guardianship order is 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.*