

St. Edmund's Catholic Primary School



ADMISSIONS POLICY 2026-2027

St. Edmund's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord 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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admissions authority has set its Published Admissions Number (PAN) at 60 children to be admitted to the Reception year for the school year which begins in September 2026.

Applications for Reception are welcome from families whose child reaches their 4th birthday between 1st September 2025 and 31st August 2026.

The admission authority will, logistically possible, admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

Pupils with an Education, Health & Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). 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 this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).

Any questions on admissions should be made in writing to the Clerk to the Admissions Committee and sent to the 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. Places will first be awarded to those in Category 1, then Category 2 and so on.

- Category 1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
- Category 2. Baptised Catholic children with a Certificate of Catholic Practice (see notes 6, 7);
- Category 3. Other baptised Catholic children (see note 6);
- Category 4. Other 'looked after' children and previously 'looked after' children (see notes 2-5);
- Category 5. Catechumens and members of an Eastern Christian Church (see notes 8 & 9);

Category 6. Children of other Christian denominations and children of other faiths (see notes 10 & 11).

Category 7. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. Where evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can most appropriately met at this school, the application will be placed at the top of the category in which the application is made
- ii. The attendance of a brother/sister at the school (the Nursery is not part of the school) at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.
- iii. Thirdly, to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Applications in previous years

In the past two years governors have been pleased to offer places in all categories.

Tie Break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority, Richmond Upon Thames Council. A full description of the Richmond Council's method is described in their "Primary Schools Admission Brochure" "Measuring home to school distances" paragraphs, which can be accessed at:

https://www.richmond.gov.uk/media/3082/primary_admission.pdf

The starting point is a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

Application Procedure for 2026 – 2027

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live by **15th January 2026**.

You should also complete the **School's Supplementary Information Form (SIF)** which is available from the school website or a paper form from the school office if you wish to apply under over subscription criteria 1-8. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application to Mrs Nicholl, Clerk to the Admissions Committee, St Edmund's Catholic Primary School and Nursery, Nelson Road, Whitton, Middx, TW2 7BB by **15th January 2026**

You will be advised of the outcome of your application, on or around 16th April 2026, by the local authority on our behalf.

If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in category 1 – 6 and this may affect your child's chance of being offered a place.

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 2026.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Reception Year Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of children outside their normal age group

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place through the coordinated admissions system by the closing date of 15th January 2025. You will need to put your request to the admissions department at Richmond Council separately in writing. You may also provide supporting documentation, should you wish to do so, at the time of application. Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. For further details, please visit www.richmond.gov.uk or telephone 0208 547 5569 (9am to 2pm Monday – Friday).

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This 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. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2025 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

In-Year Applications

An application can be made for a place for a child at any time outside the normal admissions round and the child will be admitted where there are available places. Applications should be made directly to the school by contacting the Clerk to the Admissions Committee at St. Edmund's Catholic Primary School and Nursery School.

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).

You will be advised of the outcome of your application in writing and you have the right of appeal to an independent appeal panel.

Fair Access

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 local authority 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.

Nursery Children

Children attending St. Edmund's Nursery **must** make a fresh application for Reception including the CAF and SIF and all supporting documents. Attendance at the Nursery **does not** guarantee a place in Reception.

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, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)

- 1. An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
- 2. A 'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or 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 a special guardianship order.
- 3. 'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
- 4. '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.
- 5. 'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.
- 6. 'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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 law of the Church.
- 7. 'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: <http://rcdow.org.uk/education/governors/admissions>
- 8. '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 for a child aged 7 or over.
- 9. 'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
- 10. 'Children of other Christian denominations'** means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

11. “Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

For a child to be treated as Christian or of other faith, evidence of baptism if applicable, or a letter from your religious leader confirming that the child is a member of the faith community will be required.

12. ‘Brother’ or ‘Sister’ includes:

- i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and 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 address as the applicant.

13. A ‘Parent’ means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

14. ‘Resident’ – 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.

Please read this admissions policy carefully.

Your notice is particularly drawn to the fact that it is the

Admission authority, NOT the school staff, who have responsibility for admissions, and that they consider only applications made in the way described above.

The staff, in particular the Headteacher and administrative assistants, are always happy to help you with whatever information and advice they can give, but, whatever contact you may have with them, completed forms are always necessary, and only the admission authority offer (or refuse) your child a place.