

# ST JOHN FISHER CATHOLIC PRIMARY SCHOOL, PERIVALE

## ADMISSIONS POLICY 2027-2028

St John Fisher Catholic Primary School, Perivale was founded by the Catholic Church to provide education for children of Catholic families. 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. St John Fisher welcomes applications for children of all faiths and of none and all applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for Reception at St John Fisher is 60. The Admission Authority is the Admission Authority and has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2026. Applications for Reception are welcome from families whose child reaches his/her 5<sup>th</sup> birthday between 1<sup>st</sup> September 2027 and 31<sup>st</sup> August 2028.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

### APPLICATIONS IN PREVIOUS YEARS

In the previous five years, the Admission Authority has been pleased to offer places to all applicants.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

### OVERSUBSCRIPTION CRITERIA

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

1. Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children who have a sibling in Reception – Year 6 inclusive at the time of admission.
3. Baptised Catholic children who are resident in the Parish of St John Fisher, Perivale.
4. Other baptised Catholic children.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Catechumens and members of an Eastern Christian Church.
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 (Reception to Year 6) at the time of admission 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.

### **MULTIPLE APPLICATIONS**

The Admission Authority 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 PAN.

### **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 as measured in a straight line from the applicant's home to the school. The distance from home to school, is measured by the local authority, using a straight line from a point in the property determined by Ordnance Survey to a point in the school determined by the grid references for the centre point of the school's postcode. The measuring system is an integral part of the admissions software produced by Synergy. It uses Ordnance Survey maps and is accurate to 2 metres. If distances for the final place are identical then random allocation will be carried out in the presence of an independent witness.

### **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 Admission Authority 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 Admission Authority for the current school year. The Admission Authority has this power even when admitting the child would mean exceeding the published admission number.

### **APPLICATION PROCEDURE for 2027-2028**

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 and return it to them.

If you are applying under criteria 1-4 or 6 you **should** also complete the **School's Supplementary Information Form (SIF)**.

Whilst this is not compulsory, the information on the SIF enables the Admission Authority to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 12<sup>th</sup> January 2027, the Admission Authority will be unable to consider your application against the

oversubscription criteria and this may affect your child's chance of being offered a place. The information provided on the SIF will be treated as confidential and will be used for the purpose of school admissions only. For further information on the school's Data Protection Policy please see the Privacy Notice on the SIF

Please return all documents to the School Office:

FAO: The admissions Officer: [admin@st-johnfisher.ealing.sch.uk](mailto:admin@st-johnfisher.ealing.sch.uk)

**ST JOHN FISHER CATHOLIC PRIMARY SCHOOL**  
**Sarsfield Road, Perivale, Middlesex, UB6 7AF**

The local authority will inform you of the outcome of your application on behalf of the Admission Authority, on or about Monday 19<sup>th</sup> April 2027. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

**LATE APPLICATIONS**

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

**NURSERY CHILDREN**

Attendance at the nursery (Published Admission Number – 52) **does not** guarantee a place in Reception.

Parents of children attending St John Fisher's nursery **must** make a fresh application for Reception.

**RIGHT OF APPEAL**

If you are unsuccessful, you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 21<sup>st</sup> May 2027.

**WAITING LIST**

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 in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 30<sup>th</sup> August 2027, unless applicants request in writing to remain on the list.

**PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

The admission of pupils with an Education, Health and Care Plan (EHCP) 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.

**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 Admission Authority reserves the right to withdraw the place, even if the child has already started at the school.

## **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Admission Authority 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 Admission Authority 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 Admission Authority will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

## **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

## **RECEPTION YEAR DEFERRED ENTRY**

Applicants may defer entry to school up until compulsory 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2027.

## **SUMMER BORN CHILDREN**

The parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. The request should be submitted in writing to the Chair of Governors by 10<sup>th</sup> January 2027 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

## **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 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.

**'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 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.

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and sisters, who live at the same home as the child. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**'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 this includes a looked-after child who is part of a Catholic family and in the process of adoption, where a priest's letter demonstrates that the child would have been baptised or received were it not for their status as a looked-after child.

**'Catechumen'** means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over.

**'Eastern Christian Church'** includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

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.

**Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map.

**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form  
Reception 2027-2028**



<b>Name and Address of School:</b> <b>ST JOHN FISHER CATHOLIC PRIMARY SCHOOL</b> , Sarsfield Road, Perivale, Middx, UB6 7AF
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**Child's Details**

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:
Email Address:	

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	<input type="checkbox"/> Catholic	<input type="checkbox"/> Catechumens & Eastern Christians
Catholic Parish you live in:		
Church where child was baptised and date of baptism: (baptism certificate required)		
Names of brothers or sisters at this school:	Name	Class or Year Group

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Please note:

- You **must** complete your local authority's application form online by the closing date **15<sup>th</sup> January 2027**. If you do not do this you will not be offered a place.

**Checklist:** Have you enclosed:

Copy of baptism certificate (where necessary)

Evidence of exceptional need (where appropriate)

**Have you completed** your local authority's online application form?

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Admissions Privacy Notice please look on the school website under Admissions/Privacy Notice or contact the school for a hard copy.*