

# ST. VINCENT'S CATHOLIC PRIMARY SCHOOL

## *ADMISSIONS POLICY 2025 - 2026*

St. Vincent's Catholic Primary School 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. 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 this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (This is for admission to the school at the start of the school year in September and not for applications made in-year). The governing body has set its Published Admission Number (PAN) at 60 pupils to Reception in the school year which begins in September 2025.

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.

Applications are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2024 and 31<sup>st</sup> August 2025 (*i.e. children born between 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021*).

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, and seeks at all times to be a witness to Our Lord Jesus Christ. Applications will be ranked using the oversubscription criteria listed below.

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

Please note that the admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **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. Including children who appear (to the admission authority) to have been in state care

- outside of England and ceased to be in state care as a result of being adopted. (see notes 2 & 3)
2. Baptised Catholic children with a Certificate of Catholic Practice (***a certificate of baptism or a Certificate of Reception into full communion with the Catholic Church must be provided***) who will have a sibling in the school on 1st September 2025. (see note 3, 4 and 9)
  3. Baptised Catholic children with a Certificate of Catholic Practice (***a certificate of baptism or a Certificate of Reception into full communion with the Catholic Church must be provided***) who are the child of a member of staff permanently employed by the school for two years prior to application (application being the deadline for submission of applications).
  4. Baptised Catholic children with a Certificate of Catholic Practice (***a certificate of baptism or a Certificate of Reception into full communion with the Catholic Church must be provided***) who are resident in the Parish of Our Lady of Lourdes in Acton and St Aidan's in East Acton – (please see parish boundary maps) as follows (see note 3, 4 and 10):
    - (a) 62% of these places to those who live in the Parish of Our Lady of Lourdes.
    - (b) 38% of these places to those who live in the Parish of St Aidan's.
  5. Other baptised Catholics (***a certificate of baptism or a Certificate of Reception into full communion with the Catholic Church must be provided***):
    - a. Other Baptised Catholic – who will have a sibling in school on 1<sup>st</sup> September 2025, without Certificate of Catholic Practice (CCP)
    - b. Other Baptised Catholic – resident in the parishes of Our Lady of Lourdes & St Aidan's without CCP
    - c. Other Baptised Catholic – resident outside of the parishes of Our Lady of Lourdes & St Aidan's with CCP
    - d. Other Baptised Catholic – resident outside of the parishes of Our Lady of Lourdes & St Aidan's without CCP
  6. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2).
  7. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
  8. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion. (see note 7)
  9. Children of other faiths whose application is supported by a letter from their religious leader. (see note 8)

10. Any other children.

**Within each of the categories listed above, the following provisions will be applied in the following order.**

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within categories 1 and 6-10 so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)
- (iii) Any other children with priority given to the child of a member of staff permanently employed by the school for two years prior to application (application being the deadline for submission of applications).

#### **TIE BREAK**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, independent authority such as the local authority (not the school) will operate a random allocation through the admissions system.

#### **MULTIPLE APPLICATIONS**

The Admissions 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 Published Admissions Number ("PAN").

#### **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 2, 3 and 4 should submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time.

#### **APPLICATION PROCEDURE for 2025 – 2026**

In order to make an application, you **must** complete a Common Application Form available from the local authority in which you live.

You **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. **It is unlikely that your child will be offered a place if a SIF is not supplied.** Please return the SIF 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 15<sup>th</sup> January 2025, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2025.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

### **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.

### **RIGHT OF APPEAL**

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 must be submitted to the school in writing by Wednesday 13<sup>th</sup> May 2026.

### **WAITING LIST**

In addition to their right of appeal, unsuccessful applicants 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. Waiting lists for admission will operate throughout the school year. Names will be removed from the list on 31<sup>st</sup> August 2026, 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.**

### **RECEPTION YEAR DEFERRED ENTRY**

A child is entitled to a full-time place in the September following their fourth birthday. 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 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 statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until 1<sup>st</sup> April 2026. 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.

### **SUMMER BORN CHILDREN**

If a parent wishes his/her summer born child, i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> August 2021 to be admitted to Reception at 5 years of age, they should make the school aware of this by writing

to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **DELAYED ADMISSION, i.e. Children educated outside their chronological age (except summer born applications for Reception)**

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.

The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

If the parents' case for delayed admission into Reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. ***There would be no guarantee that a place would be offered in the preferred school year.*** If the parents request for delayed admission into Reception is refused, the parents could still apply by the closing date of 15 January 2025 for admission to Reception to the child's normal age group. After the offer of a place had been made, the parent could then inform the Admissions Panel and the Local Authority that they want to delay entry as outlined above.

### **NURSERY**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

### **IN-YEAR ADMISSIONS**

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. In-year applications are made directly to the school by filling out the In-Year application form (this is available on our school website and from the school office).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. When a place becomes available the Governing Body will decide, in accordance with these Arrangements, to whom the place should be awarded.

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 PROTOCOL**

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 admission round the

governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## **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 section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**2. 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 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 governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

**Adopted** children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). **Child arrangements orders** are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A **special guardianship** order is defined by s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**3. '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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic 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 law of the Church].

**4. ‘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 holy days 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>

**5. ‘Catechumen’** means a child 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.

**6. ‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or reception from the authorities of that Church.

**7. ‘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.

**8. ‘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.

**9. 'Sibling'** - 'brother or 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 (a sibling relationship does not apply when the older child(ren) will leave before the younger one starts); and

(ii) the child of a parent's partner where that child for whom the school place is sought 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.

A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

**'Resident/Home address'** – 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.

**10. 'Parish Boundaries'** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for **2025-2026**.

**11.** 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 compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.



**Diocese of Westminster**  
**Catholic Primary Schools**  
**Supplementary Information Form 2025 – 2026**  
**Reception**



<p><b>Name and Address of School:</b>          St Vincent's Catholic Primary School          1 Pierrepoint Road          Acton          W3 9JR</p>
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**Child's Details**

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

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
e-mail address:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	
e-mail address:	

*Please read the relevant school Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.*

**NOTE:**

When completing the Common Application Form (CAF), it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the correct criteria.

**Religious Status of child** (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic with a Certificate of Catholic Practice	<input type="checkbox"/>	
2. Other Catholic	<input type="checkbox"/>	
3. Catechumen	<input type="checkbox"/>	
4. Member of an Eastern Christian Church	<input type="checkbox"/>	
5. Member of other Christian denomination	<input type="checkbox"/>	
6. Member of other faith	<input type="checkbox"/>	

Catholic Parish in which your child lives:
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Please include any evidence of your child’s exceptional medical, pastoral or social needs that can only be met by attendance at this school. (Professional evidence will be required.)

**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:**

- Where applicable parents can obtain a Certificate of Catholic Practice form from the parish where the family normally worships or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority’s Common Application Form (CAF) online by the closing date. **If you do not do this, you will not be offered a place.**
- The school appreciates any official translations of relevant foreign documents being included with your application.

**Notes**

**1. Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not

on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

## **2. Evidence of Catholic Practice**

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

## **3. Evidence for Catechumens**

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

## **4. Evidence of Membership of an Eastern Christian Church**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

## **5. Evidence for Other Christian Denominations and Other Faiths**

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

### **Checklist:**

Have you enclosed?

- Baptism certificate or certificate of reception into the Catholic Church (where appropriate)
- Certificate of Catholic Practice (where necessary)
- Letter confirming membership of a Christian denomination or other faith (where applicable)
- Evidence of exceptional need (where appropriate)

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