# ST. RAPHAEL'S CATHOLIC PRIMARY SCHOOL

# PRIMARY ADMISSIONS POLICY 2028-2029

**St. Raphael's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by The Saint Carlo Catholic Academy Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and 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 be fully supported by all families in the school.

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The Published Admissions Number (PAN) for the reception class at St Raphael's is 60. The Saint Carlo Catholic Academy Trust 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 2028. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2026 and 31st August 2028.

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

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.

**In the past 2 years, the admission authority has been pleased to offer places to applications from all oversubscription criteria.**

**Oversubscription Criteria**

Where there are more applications for places than 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 resident in the parishes of St. Raphael's and St. Gabriel & St. Bernard's who have a sibling in Years 1 to 6 inclusive at the time of admission.

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3. Baptised Catholic children resident in the parishes of St. Raphael's and St. Gabriel & St. Bernard's.

4. Other baptised Catholics.

5. Other looked after and previously looked after children.

6. Catechumens and members of an Eastern Christian Church.

7. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their minister confirming membership of the faith community.

8. Children of other faiths whose application is supported by a letter from their faith leader confirming membership of the faith community.

9. Other applicants

*Within each of the categories listed above, the following 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 where compelling 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 only be met at this school.
2. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above

Where the final place is offered to a child who has other siblings from a multiple birth applying for a place in the same school year, these siblings will also be admitted, where logistically possible

**Tie Break**

Where the offer of places to all 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 from a point in the property of the child's home to the main entrance of the school in a straight line. In the event of distances being the same for two or more children where this would determine the last place to be allocated, the Local Authority's admissions system will operate a random allocation. The Local Authority is responsible for measuring the distances.

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## In-Year Admissions

In-Year Admissions are co-ordinated by the Local Authority, so please complete the in-year primary school application form online. In order for the admission authority to rank your application against the oversubscription criteria, you should complete and return to the school the school's Supplementary Information Form (SIF).
When a vacancy arises, if there are more applications than places available then the Governing Body will rank all applicants against the oversubscription criteria and inform the LA of the child at the top of the waiting list; an offer letter on behalf of the Governing Body will be sent and your child admitted. When a vacancy arises and there is only one child on the waiting list the school will inform the LA and an offer letter on behalf of the Governing Body will be sent and your child admitted. When a place cannot be offered, usually because the year group is full, you will be placed on the waiting list. The waiting list is ranked as above and not in the order in which applications are received. The Local Authority will inform you of the reason for the refusal of a place and of your right of appeal. Names are removed from the waiting list at the end of July each year unless you advise the LA by email or letter in June or July that you wish to remain on the waiting list for the next academic year.

## 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 local authority for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.
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# APPLICATION PROCEDURE 2028- 2029

Applicants must complete a Common Application Form (CAF) from the Local Authority they pay council tax to and return it to them according to their instructions, by the deadline. The application should be made online at www.eadmissions.org.uk. You should also complete the School's Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) The Admissions Team at St. Raphael's Catholic Primary School, Hartfield Avenue, Northolt, Middlesex UB5 6NL, ogether with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2028, the Governing Body will be unable to consider your application fully against the oversubscription criteria and this may affect your child's chance of being offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Parents of children attending the nursery must make a fresh application for reception. Attendance at the nursery does not guarantee a place in reception.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on 16th April 2028.

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**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. Appeals must be submitted by 31st May 2028.

**PUPILS WITH AN EDUCATION, HEALTH & CARE PLAN (EHC)**

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in EHC 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 Governing Body reserves the right to withdraw the place, prior to the child starting at the School.

**Admission of Children Below Compulsory School Age and 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**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, 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.

Any such request should be made in writing to **[insert name of person and address to which the request should be made]** at the same time as the admission application is made. The admission authority 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 admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

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Notes (*these notes form part of the oversubscription criteria*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.

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

**'Sibling'** means brother or sister, this includes:

(1) All natural brothers and 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

(2) 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 child who is the subject of the application.

**'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.

**'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge 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

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no creedal 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 CYTÛN 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.

**'Children of other faiths'** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above 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.

**'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 the child resides at that address for any part of the school week.

**Parish Boundaries** – for the purposes of this Policy, parish boundaries are shown on the enclosed map and list of street names.

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