



SACRED HEART CATHOLIC PRIMARY SCHOOL ROEHAMPTON SW15 5NX



ADMISSIONS POLICY 2025

Sacred Heart Catholic Primary School, Roehampton is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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 Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2025 up to 60 pupils, the published admission number (PAN), without reference to ability or aptitude.

Where the number of applications exceeds 60, the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children, in possession of a Certificate of Practice (see Note A) **Evidence of Baptism will be required.**
3. Baptised Catholic children. **A baptismal certificate or evidence of reception into the Catholic Church must be provided.**
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or residence or guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children enrolled in the catechumenate/recognised baptismal programme. **Evidence of enrolment in a catechumenate/baptismal programme will be required.**
6. Children who are members of Eastern Orthodox Churches. **Evidence of Baptism will be required. Evidence of religious attendance provided by a priest, minister or religious leader of a designated place of worship will be required.**
7. Children who are members of other faiths, Churches and denominations that are part of Churches Together in England. **Evidence of Baptism/dedication or evidence of membership will be required.**
8. Other children with a sibling at the school at the time of admission.
9. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. Children of staff at the school, where the member of staff is the legal parent and guardian of that child.*
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
2. A sibling on the school roll at the time of admission. Evidence of the relationship may be required.
3. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
4. Distance from home to school, in order of straight-line** distance from home to school, as measured by Wandsworth Council's Geographical Information System being given higher priority.

***The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.*

Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school, must be completed and sent to the Headteacher at the school not later than the closing date **(15 January 2025)**. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the Governing Body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

Offers of places will be sent to parents on the common offer date **(16 April 2025)** and shall be required to confirm or otherwise their acceptance of a place by the date given in the offer letter.

The parents of those children whose application for a place in the school is unsuccessful will be informed initially by Wandsworth Council.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

Fair Access Protocol

The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Admission of children below compulsory school age:

The Governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group:

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the Governors will set out clearly the reasons for their decision.

Where the Governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- c) The admission of additional children would not breach the infant class size limit; or
- d) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- e) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list (also known as the continuing interest list). Priority on the list will be determined strictly in accordance with the admissions criteria and not in the order in which applications are received or added to the list. Positions on the waiting list are, therefore, subject to change; applicants can move up or down the list. Placing a child's name on the waiting list does not guarantee that a place will become available. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the waiting list.

The waiting list will operate until 31 August of the current academic year – if you wish to remain on the waiting list after this date you must notify the school before this date.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of transfer to primary education (Reception), applies also to succeeding years, subject to availability of places. In these cases, the Admissions Committee has the authority to offer places, on behalf of the Governing Body, in line with this admissions policy.

In Year Admission Arrangements

Application for in year admission must be made to Wandsworth Council on the Council's in year application form. The Council will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Council of the outcome.

Parish Boundaries

The Parish boundaries of St Joseph's Roehampton are those laid down by the Archdiocese of Southwark. (A copy of the Boundary Map is available at the school and St. Joseph's Church).

NOTES:

Catholic Children

'In the context of school admissions Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with the See of Rome and children of members of the Ordinariate'. This will normally be evidenced by a certificate of Baptism in a Catholic church or a certificate of reception into 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 priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (eg. A looked after child in the process of adoption by a Catholic family).

A Child Looked After

'A Child Looked After is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by Section 46 of the Adoption and Children Act 2002. A residence order is defined by Section 8 of the Children Act 1989. A special guardianship order is defined by Section 14A of the Children Act 1989'.

Your Child's Address:

'Residence' and 'home' refers to the permanent home address at which the child lives for the majority of his / her time and with the parent who is in receipt of child benefit.

Sibling

A sibling is defined as a brother or sister, and means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins).

Medical or Social Circumstances:

If your child has an exceptional medical or social reason for needing a place at a particular school you must state this on your application form. Applications must be supported by a current letter from a specialist, health professional, or a social worker/care professional working with the family. The letter must give reasons why the child's exceptional condition or circumstances make it essential for them to attend a particular school.

For additional information on the common application process, please refer to the 'Choose a Wandsworth Primary School' booklet (This booklet is also available online at www.wandsworth.gov.uk).