

# **Our Lady's Catholic Primary School**

## **Admissions Policy 2025/26**

Policy produced by the school

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**OUR LADY'S CATHOLIC PRIMARY SCHOOL**  
**Pratt Street, Camden, London, NW1 0DP**

**2025/2026 ADMISSIONS POLICY FOR THE RECEPTION CLASS AND YEARS 1 TO 6**

Applications are invited for September 2025 from families whose child attains 5 years of age between 01/09/2025 and 31/08/2026.

Our Lady's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the Diocesan Trust Deed and instrument of government, 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 permeates 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

**Pupil Numbers**

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. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September, **2025**.

**Oversubscription criteria**

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

**Reception Class applications**

In order to make an application for a place in the School's Reception Class you should:

- go on-line to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and **complete the online form**.

If you wish to apply for an oversubscription criteria, you should also

- complete the School's **Supplementary Information Form (SIF)** and return it to the School by the stipulated closing date.

The final date for applications is 15<sup>th</sup> January 2025. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The Supplementary Information Form is available from the School or Camden School Admissions. You can either collect this form from the School or contact the School and ask for it to be sent to you. Please note that candidates currently attending the school's nursery have no priority in the admission to the reception class.

**Pupils with an education, health and care plan (EHC)**

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. 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 to the school.

## **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 admission authority 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).

## **Oversubscription Criteria**

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

1. Catholic 'looked after' children and Catholic previously Looked After children.
2. Baptised Catholic children who are resident in the parish of Our Lady of Hal (a map is included as an appendix )
3. Other baptised Catholic children.
4. Other "Looked After" children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
5. Catechumens and baptised members of an Eastern Orthodox Church.
6. Children of other Christian denominations.
7. All other applications.

**In prioritising applications in each of the above oversubscription criteria, priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in Our Lady's Catholic Primary School at the proposed date of admission.**

## **Tie-breaker**

In the event of there being insufficient vacancies to offer places to all applicants in any of the categories detailed above, priority will be given to children whose parents'/carers' residential address is the shortest distance from the applicant's address to the centre of the School when measured in a straight line on a map. Distances will be measured from the applicant's home address to the centre of the School by Camden local authority using Camden's distance measuring system.

## **Twins or multiple births**

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.

## **Offers of a school place**

Offers of places will be sent to parents on 16<sup>th</sup> April 2025. This is Primary National Offer Day. They will also be available on line for those who applied on line.

## **Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.**

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the School. This should be completed and returned to the School, marked for the attention of Clerk to the Governing Body. Appeals should be received by the school by May 22<sup>nd</sup> 2025. If an appeal is unsuccessful, no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria and not in the order in which the applications are received or added to the list. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. If more applications are received than there are places available then applications will be ranked by the governing body 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 the waiting list. This waiting list will be maintained by the governing body 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 governors will inform parents whether or not a place is to be offered.

### **Deferring entry**

Applicants should be aware that they have the right to defer entry for their child until he or she is of statutory school age i.e. up to the first day of the term following a child's fifth birthday. Applications should be made in September in the normal way in these circumstances. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants may also request that their child attend part-time until statutory school age is reached. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2026.

### **Children educated outside their chronological age group except summer born applications to Reception**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

### Interpretation of terms used in the Admissions Policy and Admissions Criteria

<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of a child.
<b>Parent</b>	The adult or adults with legal responsibility for the child
<b>Sibling</b>	(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; 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 home address as the child who is the subject of the application.
<b>Home Address</b>	The 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.
<b>Catholic</b>	A baptised person who is 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 priest's letter demonstrates that the child would have been baptised or received if it was not for their status as a looked after child (e.g. a child in the process of adoption by a Catholic family)
<b>"looked after child"</b>	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.
<b>Previously Looked After Child</b>	An adopted child is a child who has been adopted from care and whose parents can give proof of this status.
<b>Child Arrangements Order</b>	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.
<b>Special Guardianship Order</b>	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). A child who has been 'looked after' until the order is made qualifies under this category.

<b>Catechumen</b>	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.
<b>Eastern Christian Church</b>	Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
<b>Children of other Christian denominations</b>	<p><b>“Children of other Christian denominations”</b> 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 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.</p> <p>All members of Churches Together in England and 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.</p>