



**DIOCESE OF WESTMINSTER**  
**ST MARTIN OF PORRES CATHOLIC PRIMARY SCHOOL**  
**ADMISSIONS POLICY 2024 - 2025**



St Martin of Porres Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord 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. 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 the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2024. Applications for Reception are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2023 and 31<sup>st</sup> August 2024.

The governing body will admit, where logistically possible, twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

**Pupils with an Education, Health & Care Plan (EHCP) – (see note 1)**

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 EHCP you must contact your local authority SEN officer. Children with this school named in their EHCP will be admitted (see note 1).

**Oversubscription Criteria:**

*Where there are more applications for places 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 (see notes 2-6\*);
2. Baptised Catholic children (see note 6\*);
3. Other 'looked after' children and previously 'looked after' children. (see notes 2-5\*);

4. Catechumens and members of an Eastern Christian Church (see notes 7 & 8\*);
5. Children of staff employed for 2 years or more and/or a member of staff recruited to fill a vacancy for which there is a demonstrable skill shortage.
6. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their minister of religion confirming membership of the faith community (see note 9\*);
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 10);
8. Any other child

**\*NOTES** at the end of the document

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

- i. The Governing Body will give top priority, within a category, 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 most appropriately be met at this school.
- ii. The attendance of a brother/sister at the school at the time of enrolment 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. (see note 12)

#### Application in previous years

Over the past six years the governing body has been able to offer places to any applicants up to criterion 8.

#### Tie break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, 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 address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA). In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

#### Application Procedure for 2024 – 2025

To apply for a place at this school in the normal admission round, you **must** complete a common application form from the local authority in which you live. If you are applying under criteria 1, 2, 5, 6, or 7 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. 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 2024**, the Governing Body will be obliged to consider your application against the oversubscription criteria using only the information on the local authority form and your child may be ranked under the lowest criterion.

You will be advised of the outcome of your application, on or about 14<sup>th</sup> April 2024 by the local authority on the school's behalf. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal 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 17<sup>th</sup> May 2024.

### 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.

### Reception Year Deferred Entry

A child is entitled to a full-time school place in the September following his/her 4<sup>th</sup> birthday. 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 until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable.

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 2024. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### Part-time attendance

Parents may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to 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 his/her normal age group e.g. 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 1<sup>st</sup> April – 31<sup>st</sup> August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to the Admissions Committee via the school office. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received, then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related

priority will be given. **Applications cannot be held over from one academic year to the next.** If permission is refused, then parents must make their admission application at the normal time.

### Waiting Lists

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 above 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 and will be held open until 31<sup>st</sup> August 2025. At this point names will be removed 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.**

### In-Year Applications

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. Application should be made to St Martin of Porres school by contacting the school office on 020 8361 1445 or [admin@st-martinporres.haringey.sch.uk](mailto:admin@st-martinporres.haringey.sch.uk) Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. 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 will 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 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 local authority and the Governing Body for the current school year. 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 explanatory notes form part of the oversubscription criteria)

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. A **'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or 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 a 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.

3. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. **'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.
5. **'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.
6. **'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 full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.
7. **'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 for a child aged 7 or over.
8. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
9. **"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 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 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.

10. **"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 6 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.

11. **‘Brother or Sister’** includes:

- i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and 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 address as the applicant;

12. A **‘Parent’** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

13. **‘Home Address’** this refers to the address where the child usually lives with a parent or carer and will be the address provided on 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 on the CAF, provided the child resides at that address for any part of the week.

14. **‘Nearest to the school’** The distance will be measured by the Local Authority, in a straight line from the ordnance survey address point for the child’s home, to the ordnance survey address point of the school using a computerised mapping system. If two or more applications are received from the same block of flats the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority’s computerised allocation system.