



St Mary's Catholic Primary School

Love God... Love Others... Love Ourselves...

Admissions Arrangements 2027/2028

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This policy has been reviewed and approved by the Headteacher and the School's Governing Body.

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INTRODUCTION

St. Mary's Catholic Primary School is a voluntary aided school governed by its Governing Body in accordance with its trust deed and instrument of government. It is conducted as part of the Catholic Church and its aim is to create a welcoming community, firmly rooted in the love of God and the teaching of Christ, where every pupil is helped to develop their full potential, and to respect and value the faith, and the cultural diversity, ethnicity and contribution of others.

The Governing Body is the "admission authority" for the school, with responsibility for determining the admission arrangements for the school as outlined in this policy and in other admission related documentation, and in applying the admission arrangements when applications for admission are received, in accordance with the School Admissions Code 2014 and the Equality Act 2010.

The school has pupils of both genders from four to eleven years. The primary aim and purpose of the school is to support Catholic parents in the academic, spiritual and moral education of their children. The Governing Body therefore gives priority to baptised Catholic children of parents who provide a certificate of Catholic Practice (CCP). This does not, however, prevent parents who are not of the Catholic faith applying for their children to be admitted to the school.

PUBLISHED ADMISSION NUMBER (PAN)

The published admission number (PAN) for Reception Year is 30 pupils.

CLASS SIZE IN KEY STAGE 2 – Years 3 to 6

A maximum of 32 children to the junior classes, taking into consideration the school's standard number, size and space, so as not to prejudice the efficient delivery of the curriculum and resources. This is reviewed annually by the Governing Body.

AGE AT DATE OF ADMISSION

Children will normally be admitted to Reception Year at the school in the September following their fourth birthday. A child does not, however, reach compulsory school age until the first prescribed day on or following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August.

For example, a child born on 11 November does not reach compulsory school age until 31 December following their fifth birthday, and a child born on 16 May does not reach compulsory school age until 31 August following their fifth birthday.

RIGHT TO DEFER TAKING UP A PLACE OR TO TAKE UP A PLACE PART-TIME

Parents offered a place before the child is of compulsory school age may defer their child's entry until no later than the beginning of the term after their child's fifth birthday; it may not be deferred beyond the academic year for which the original application was accepted. Where entry is deferred the place must be held for the child, and cannot be offered to another child. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, outlining why they want to defer.

ADMISSION OF SUMMER BORN CHILDREN OUTSIDE OF THEIR NORMAL AGE RANGE

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 compelling professional evidence.

CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS / EDUCATION HEALTH AND CARE PLAN

The Governors recognise that the admission of children with a statement of Special Educational Needs or Education Health and Care Plan is dealt with under a completely separate procedure. Details of this procedure are set out in the Special Educational Needs Code of Practice. The Governors will work with various agencies concerned in the processing of such applications.

PROCEDURE FOR APPLYING FOR ADMISSION

Annual Reception Round

Applications for places in Reception Year must be made by completing a common application form (CAF) either online via the website of the local authority (London Borough of Waltham Forest) or by way of a paper application submitted to the local authority. Applications must be submitted by **15th January 2027**.

Application to other year groups and application for admission in-year to other year groups (not including Reception)

If a place/s becomes available in any year group, other than Reception, or in any year group part way through an academic year, other than Reception, the place/s will be advertised on the school website and in the parish newsletter of Our Lady of Grace & St Teresa of Avila and Christ The King for two weeks. Interested applicants are invited to apply directly to the school using the school's own Application Form specifically for 'Other Year Groups & Application for Admission In-Year'. Application Forms should be returned directly to the school by the specified closing date stated on the application form, school website and parish newsletters together with a Certificate of Catholic Practice (CCP). The school will require proof/s of address as detailed on the Application Form (only originals are acceptable).

APPLICATIONS WHICH MUST BE SUPPORTED BY OTHER DOCUMENTATION

Applicants wishing to be considered under any of the faith-based priority categories listed below under "Oversubscription Criteria" which relate to baptised Catholic children (priority categories 1, 2, 3, 4, 5, 6, 7 and 8), documentary evidence of baptism and a completed Certificate of Catholic Practice will be required.

The school will require sight of the child's original baptismal certificate by the application deadline date that is **15th January 2027 for the Reception round 2027/2028** or for all other vacancies the closing date stated on the application form provided by the school. The school will photocopy the baptismal certificate and hand back the original to the parent(s)/carer(s).

The signed, stamped and dated CCP must be returned directly to the school by either the Priest or parents **no later than 15th January 2027 for the Reception round 2027/2028** or for all other vacancies the closing date stated on the application form specifically for 'Other Year Groups & Application for Admission In-Year' provided by the school.

All details regarding the CCP must be obtained from your parish priest.

Please note that it is the responsibility of parents/carers to ensure that the CCP is returned by the application deadline. If a completed, signed and stamped CCP is not received, the application will be considered under categories 9, 10 or 11.

PARISH BOUNDARIES

The Waltham Forest Deanery boundary map for the Parish of Our Lady of Grace & St Teresa of Avila can be found on St Mary's School website under Admissions or by following the link:

[http://www.stmaryschingford.com/documents/%5B10337%5DBoundary Map Our Lady of Grace and St Teresa of Avila.pdf](http://www.stmaryschingford.com/documents/%5B10337%5DBoundary%20Map%20Our%20Lady%20of%20Grace%20and%20St%20Teresa%20of%20Avila.pdf)

and the boundary map for the Parish of Christ The King by following the link:

[http://www.stmaryschingford.com/documents/%5B10338%5DBoundary Map Christ The King North of the A406 .pdf](http://www.stmaryschingford.com/documents/%5B10338%5DBoundary%20Map%20Christ%20The%20King%20North%20of%20the%20A406.pdf)

Alternatively, boundary maps can be seen on the Diocese of Brentwood website following the link below:

<http://dioceseofbrentwood.net/parishes/DeaneryParishInfo.aspx?OrgID=27>

OVERSUBSCRIPTION CRITERIA

In the event that the school receives applications for the admission of more children than there are places available, the Governing Body will allocate places in the following order of priority:

1. Baptised Catholic Looked After and Previously Looked After Children

Baptised Catholic looked after and previously looked after children will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

For the avoidance of doubt, there is no requirement that a parent/carer of the child produces a CCP in this category.

2. Baptised Catholic Children whose application is supported by a CCP living in the Parish of Our Lady of Grace and St Teresa of Avila with a Sibling at the School

Baptised Catholic children whose application is supported by a CCP and live in the Parish of Our Lady of Grace and St Teresa of Avila at the application deadline date, and who will have a sibling on the roll at the school at the date of admission, will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

3. Baptised Catholic Children whose application is supported by a CCP living in the Parish of Christ The King with a Sibling at the School

Baptised Catholic children whose application is supported by a CCP and live in the Parish of Christ The King (north of the A406) at the application deadline date, and who will have a sibling on the roll at the school at the date of admission, will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

4. Baptised Catholic Children whose application is supported by a CCP with a Parent who is a permanent employee of the school

Baptised Catholic children whose application is supported by a CCP and with a parent who has been a permanent employee of the school for at least two years immediately preceding the application deadline, will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

5. Other Baptised Catholic Children whose application is supported by a CCP living in the Parish of Our Lady of Grace and St Teresa of Avila

Other Baptised Catholic children whose application is supported by a CCP living in the Parish of Our Lady of Grace and St Teresa of Avila at the application deadline date will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

6. Other Baptised Catholic Children whose application is supported by a CCP living in the Parish of Christ The King

Other Baptised Catholic children whose application is supported by a CCP living in the Parish of Christ The King (north of the A406) at the application deadline date will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

7. Baptised Catholic Children whose application is supported by a CCP living in other Parishes of Catholic Churches with a Sibling at the school

Baptised Catholic children whose application is supported by a CCP living in any other parish of a Catholic Church at the application deadline date, and who will have a sibling on the roll at the school at the date of admission, will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

8. Other Baptised Catholic Children whose application is supported by a CCP living in other Parishes of Catholic Churches

Baptised Catholic children whose application is supported by a CCP living in any other Catholic parish at the application deadline date will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

9. Other Baptised Catholic Children

Baptised Catholic children whose application is not supported by a CCP living in order of priority of the following parishes Our Lady of Grace & St Teresa of Avila, Christ the King (north of A406) and other parishes of Catholic Churches. Places within the parishes will be ranked in the order of those living closest to the school to those living furthest away from the school.

10. Other Looked After and Previously Looked After Children

Other looked after and previously looked after children of any other faith or no faith will be allocated places in this category in the order of those living closest to the school to those living furthest away from the school.

11. All Other Children

The mission of Catholic education is to serve our communities. Once the needs of the Catholic children in the catchment area have been met the school will offer places to children of other denominations or faiths that reflect the wider community of St Mary's.

LATE APPLICATIONS

Annual Reception Intake

Late applications under the Co-ordinated Scheme must be submitted to your Local Authority.

For all other admissions, i.e. other year groups and/or part way through an academic year

Late applications must be submitted directly to the school. Please note that applications received after the closing date will be considered in accordance with the School's Admissions Criteria, but after those that were submitted on time.

LOOKED AFTER CHILDREN / PREVIOUSLY LOOKED AFTER CHILDREN

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation

to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

SIBLINGS

The term "sibling" includes a full brother or sister, half brother or sister, adoptive brother or sister, foster brother or sister, or step-brother or sister, as well as a child of the partner of the applicant child's parent where they live together, and in all cases the sibling must live at the home address of the applicant child and is being brought up with the applicant child as their sibling.

For the avoidance of doubt, the children of extended family members (for example, cousins) living in the same household as the applicant child will not be regarded as siblings for the purpose of this policy.

CHILD'S HOME ADDRESS

The address you provide must be your child's permanent address. This must not be an address of another family member or another adult who looks after your child and does not have parental responsibility for your child. We will not accept a business address or a second home as a 'normal permanent place of residence'. We will not accept temporary addresses, if for example, your permanent home is undergoing building works. If parents are separated and have equal custody then they must select one parent's address to be used for the application. Parents will need to arrange between themselves who will be making the application. Only one application can be accepted for a child – where we receive a second application for a child we will process the first application, pending either a withdrawal of that application or confirmation by way of a joint statement by both parents or court order, to ensure the child has an active application for a school place. Where parents cannot reach an agreement on school preferences and no joint statement confirming which application is to proceed or court order clarifying whose school preferences shall be processed, we will proceed with the first application received. You will not be able to change to the other parent's address mid-year unless the current arrangements as dictated by the Courts have changed. You must also provide a copy of any custody or residence order. We check that the address you give is where you and your child are living to prevent fraudulent applications.

DISTANCE

Distance is measured from the child's home address to the main gate of the school. Distance is measured using a straight line from the address (using the Local Land and Property Gazetteer) of the child's home address to the main gate of the school. All distances will be measured in miles using a computerised mapping system called Routefinder GIS. Wherever possible such measurements are supplied by the London Borough of Waltham Forest.

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Please note that other mapping products available to use via the internet, mobile phones, tablets, and other handheld devices with satellite or GPS tracking may not measure to the same level of accuracy, and any result taken from these will not be considered by the Governing Body.

RESTRICTIONS ON INFANT CLASS SIZES

The statutory maximum number of pupils within a class in Reception Year, Year 1 and Year 2 is 30 pupils.

There are, however, statutory exceptions to this rule, including children with a statement of special educational needs/education health and care plan which names the school, looked after and previously looked after children admitted outside of the normal admission round, children of UK services personnel admitted outside of the normal admission round, and twins and siblings from a multiple birth. Children falling into these categories may be admitted over the statutory maximum class size of 30 pupils without breaching the regulations, in which case they will be an “excepted pupil” until the class size falls back to 30 pupils.

TWINS, CHILDREN FROM MULTIPLE BIRTHS and SIBLINGS BORN WITHIN THE SAME ACADEMIC YEAR

Where a child who is a twin, a child from a multiple birth, or a sibling born within the same academic year, has achieved a place in the usual way, but there are no places remaining to admit their twin, or siblings from a multiple birth, or a sibling born within the same academic year, the school will admit the twin, or siblings from a multiple birth, or sibling born within the same academic year over and above the school’s published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as “excepted pupils” and will not count towards the statutory maximum class size.

CHILDREN OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS

The school will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the school’s area, or from a crown servant family returning from overseas to live in the school’s area, as if they live in the area of the school even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the school’s oversubscription criteria.

APPLICATIONS FOR ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals in support of the request.

In the case of summer born children (children born between 1 April and 31 August) seeking to delay starting school for one academic year and then to be admitted to Reception Year below their normal age group, an application for admission into Reception Year with the child’s normal age group should be made in the usual way accompanied by a request to be admitted into Reception Year the following year with supporting evidence, as set out above.

The request will be considered by the Governing Body on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The Governing Body will take into account the parents’ views, the views of the Headteacher of the school, information about the child’s academic, social and emotional development, the child’s medical history and the views of the child’s medical or health professionals (where relevant), whether the child has previously been educated outside of his or her normal age group, and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely.

Where the Governing Body agrees to a request for admission of a child outside of his or her normal age group, the Governing Body will write to the parents confirming the decision and clearly setting out the reasons

for it. The application for admission will then be considered with all other applications for that year in the usual way, applying the oversubscription criteria as necessary. The Governing Body will not discriminate against a child because it has been agreed that they may be admitted outside of their normal age group.

In the case of summer born children seeking to delay starting school for one school year and then be admitted into Reception Year, the agreement to the request will close their application for admission of their child to Reception Year with their normal age range, and a new application for admission into Reception Year will need to be made the following year accompanied by a copy of the letter confirming the decision of the Governing Body.

That application will not receive priority over other applications received, and will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. This means that, although the parents may have obtained the Governing Body's agreement to their child being admitted below its normal age range into Reception Year one academic year after being eligible to start school, their child may not achieve a place in Reception Year at the school the following year once the oversubscription criteria has been applied.

Where the Governing Body refuses a request for admission of a child outside of his or her normal age group, the Governing Body will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission into the child's normal age group will then be considered in the usual way, applying the oversubscription criteria as necessary. Where the child is not offered a place in his or her normal age range, the parents have a statutory right to appeal against the refusal in the usual way. Where the child is offered a place in his or her normal age range, there is no statutory right to an admission appeal, however it is open to the parents to submit a complaint to the school in accordance with its published Complaints Policy.

WAITING LIST

Annual Reception Admission round

Once places have been allocated in the normal admission round, the school will operate a waiting list until 31st December in the year of admission. The children on the waiting list will be ranked strictly in accordance with the order of priority outlined above, and not in order of the date that their name was added to the waiting list. This means that a child's place on the waiting list may go down as more children are added to the list. If a place becomes available, the child at the top of the waiting list will be offered that place.

After 31st December in the year of admission, all names will be removed from the waiting list. If a place becomes available after that date, it will be advertised locally as a vacancy. Applications received for the available place will be ranked strictly in accordance with the order of priority outlined above.

Other year groups

The school does not keep a waiting list for admission in other year groups. If a vacancy arises then it is advertised as set out on page 4 under the heading Procedure for Applying for Admission.

APPEALS

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The school will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the school, and the determination of the admission appeal panel will be made in compliance with the Schools Admission Appeals Code 2012 and will be binding on all parties.

ACCURACY OF INFORMATION

The school expects parents to provide true and accurate information. If it is discovered that false information has been provided, the offer of a place is likely to be withdrawn.

REVIEW

This policy will be reviewed annually by the governors and in the light of any changed circumstances in the school or local area or by legislation.