



'Excellence together with Christ at the Centre'

Admissions Policy 2025 – 2026 Reception and Years 1-6

Approved by:	St Anne's and Guardian Angels Primary School Governing Body	Date: September 2023
Last reviewed:	August 2023	
Next review due by:	September 2024	

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 is 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.

The Published Admission Number (PAN) for the Reception class at St. Anne's and Guardian Angels is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2025. Applications are welcome from families whose child was born between 1st September 2020 and 31st August 2021.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below. ***In recent years all applicants have gained a place in the school.***

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.

Oversubscription Criteria

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

The Governors will award places according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children who have a sibling at St. Anne's and Guardian Angels Catholic primary school at the time of admission.
3. Baptised Catholic children from Catholic families who are resident in the Parish of St. Anne's, Whitechapel and Guardian Angels, Mile End.
4. Other baptised Catholics.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders.
6. Children of 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 of Religion confirming membership of their faith community.
8. Children of other faiths whose application is supported by a letter confirming membership of the faith from their religious leader.
9. Any other children.

EXCEPTIONAL NEED

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.

In all of the above criteria second priority (after those with exceptional need above), will be given to children who will have a brother or sister attending a Reception or Year 1 – Year 6 class in St Anne’s and Guardian Angels Catholic Primary School at the proposed date of admission.

In all of the above criteria, third priority will be given to children of staff members at St. Anne’s and Guardian Angels Catholic Primary School.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

TIE BREAK

Where the offer of places to all the 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 in a straight line from the applicant’s home to the school. The measurement will be conducted by the Local Authority (LA)

FAIR ACCESS

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.

APPLICATION PROCEDURE for 2025 – 2026

In order to make an application, you **must** complete a Common Application Form (CAF) from your local authority either online or on paper and return it to them. 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 or email) 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 Wednesday 10th January 2025, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Thursday 11th April 2025. This information will also be available on line. Parents/carers should accept or decline the place as soon as possible.

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.

NURSERY CHILDREN (Please see separate Nursery Admissions policy)

Attendance at the nursery **does not** guarantee a place in reception.

Parents of children attending St. Anne's and Guardian Angels nursery **must** make a new application for reception.

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. 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 must be submitted to the school in writing by Friday 17th May 2025.

WAITING LIST

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 in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2025, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHC) 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 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, even if the child has already started at the School.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, 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 a 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 Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

*Tower Hamlets LA guidance states that all in year admissions should complete a LA form and send to LA.

RECEPTION YEAR DEFERRED ENTRY

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 is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 5th April 2026.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

If a parent wishes his/her child to be educated outside his/her normal age group, i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must

then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

‘Looked after child’ has the same meaning as in S.22 of the Children Act 1989, and means (a) any child in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services function (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 the subject to 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.

‘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.

‘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.

‘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.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the 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.

‘Catechumen’ means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

‘Eastern Christian Church’ includes Orthodox Churches, and is 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 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.

“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 is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map. (If parishes or other geographical areas are mentioned in the oversubscription criteria, a map **must** be provided.)

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

**** Distance form school – A digitised ordinance survey map is used to measure the distance form the home address to the school’s designated official entrance. The distance is measured form the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the central line of the shortest approved route. It does not take account of the location of pedestrian crossing points.***

-End of Policy-