



## BLESSED DOMINIC CATHOLIC PRIMARY SCHOOL SCHOOL ADMISSION POLICY

### Academic Year 2025-2026

Blessed Dominic Catholic Primary School, within the Diocese of Westminster, 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 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 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 Governing Body has sole responsibility for admissions to this school and intends to admit the published admissions number of 60 pupils to the Reception Classes in the school year, which begins in September 2025. **There is no automatic progression** from Nursery to Reception Classes. Please remember that a **separate application** must be made on behalf of ALL children seeking admission to Reception Classes including those currently attending the Nursery. **Please read carefully the application procedures outlined below.**

**Applications are welcome from families whose child reaches 4 years of age between 1st September 2023 and 31st August 2024.** Decisions will be communicated to parents on the national offer day for Primary schools which will be 16<sup>th</sup> April 2025.

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.

### **Pupils with an Education, Health & Care Plan (EHCP)**

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 EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).

### **OVER SUBSCRIPTION CRITERIA**

*Where there are more applications for places than the number of places available, places will be offered in the following order of priority:*

1. Catholic 'looked after' children and Catholic children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been 'looked after' as well as those Catholic children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Baptised Catholic children who have a sibling attending Blessed Dominic Catholic Primary School at the time of admission.
3. Baptised Catholic children who are resident in the parish of St Margaret Clitherow.
4. Baptised Catholic children who are resident in other Catholic parishes.
5. Other 'looked after' children and children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been 'looked after' as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
6. Other children who have a sibling at the school at the time the child would be admitted onto the school roll.
7. Children of catechumens and members of an Eastern Christian Church.
8. 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.
9. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith group.
10. Any other children.

***Within each of the categories listed above, the provisions below 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 only 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.

**APPLICATIONS FOR TWINS/TRIPLETS ETC.**

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 calculated using Barnet's Council's computerised Geographical Information System.

**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 2025-26**

In order to make an application, you must complete a **Common Application Form (CAF)** through your local authority's Admission website. You should also complete the **School's Supplementary Information Form (SIF)**. 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 **15<sup>th</sup> 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. It is very unlikely that your child will be offered a place if a SIF is not supplied.

### **OFFERS**

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about **15<sup>th</sup> 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**

Attendance at the nursery does not guarantee a place in Reception.

Parents of children attending Blessed Dominic Catholic Primary School nursery must make a fresh 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 should be submitted to the school in writing by Friday 24<sup>th</sup> 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 after one year, unless applicants request in writing to remain on the list.

### **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC Plan)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this procedure are set out in the SEN 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.

## **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. 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 2025.

## **PART-TIME ATTENDANCE**

Applicants who wish their child to attend part-time until compulsory school age is reached, should inform the school of this as soon as they have accepted the offer of a place.

## **SUMMER BORN CHILDREN**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> 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.

## **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

## **Notes (these notes form part of the oversubscription criteria)**

**'Looked after child'** - 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 12 of the Adoption Act 1976 and section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

**'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 also 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.

**‘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 normally 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, acknowledging 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 of 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’ 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

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

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

**‘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 orders’**. Child arrangements orders is an order under the terms of the Children Act 1989 s.8 which defines it as an order 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.

**‘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.)

**‘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.

A council tax bill and a recent utility bill will be required as evidence to prove residency. Any offer made on the basis of false information will be withdrawn.

**'Distance from school'** is distance is measured in a straight line, between the address point for the child's home supplied by Ordnance Survey, to the school's main gate using the Council's computerised geographical information. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.