

**St Ignatius Primary School**

**Admissions Policy**

**2025-2026**

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| Status | Statutory |
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| Date of policy review | DECEMBER 2025 |

**St Ignatius Catholic Primary School Admissions Policy and Criteria Guidelines 2025-**

**2026**

St Ignatius 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**.

**Application Procedure for 2025-2026**

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 is born between 01/09/2020 and 31/08/2021.

To apply for a place at this school in the normal admission round, you **must** complete an online

application form from your local authority (paper forms are also available on request.) If you are

applying under criteria 2, 3, 4 or 6 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 **15th January 2025**, the Governing Body will have to consider your

application using only the information on the documents supplied. If you don’t supply a SIF your child

may be placed in a lower category because of lack of information and you may not be offered a place.

The local authority will write to you on behalf of the Governing Body with the outcome of your

application, on or about **16th April 2025**. 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 **26th May 2025**.

The governing body will admit 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 (EHC) – (see note 1)**

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. The admission of children with an EHC Plan will reduce the number of places

available to other children (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 2-5);

2. Baptised Catholic children, who are resident in the Parish of St Ignatius (see note 6);

3. Other baptised Catholic children resident in the parishes of St John Vianney and St.

Frances De Sales for whom St Ignatius is the nearest Catholic school (see note 6);

4. Other baptised Catholic children (see note 6);

5. Other ‘looked after’ children and previously ‘looked after’ children. (see notes 2-5);

6. Children of catechumens and members of an Eastern Christian Church (see notes 7);

7. Any other children.

***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 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 in previous years**

For the past five years the governing body has been unable to offer places to any applicants beyond

oversubscription criterion **4.** Whilst the school welcomes applications from all categories, it is usually

oversubscribed with Catholic candidates.

**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). The tie breaker to decide between two applications that cannot otherwise

be separated is children whose home address is closest to the school, measured in a straight line from

the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the

school, calculated using the Haringey computerised mapping system. The tiebreak for two or more

applications whose home address is exactly the same distance from the school (and who are not from

multiple births) will be random allocation using the Haringey computerised system. 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.

**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**

The child is entitled to a full-time school place in the September following his/her 4th 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 **1st April 2026**. Upon receipt of the offer of a place a parent

should notify St. Ignatius Primary School as soon as possible if they wish to defer until the spring or

summer term.

**Part-time attendance**

Applicants 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 1stApril – 31stAugust, 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 Governing Body*.* 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

organisational 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 for the year

in which they wish their child to start school. **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 **31st July 2026** 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 for admission can be made for any child at any time outside the normal admissions

round. Applications should be made directly to the school by contacting The School Office, St.

Ignatius Primary 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 as set out above. 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 to an independent panel and

your child will be placed on the waiting list.

**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.

**Nursery Children**

For children currently attending the school’s nursery, application to the reception class of the school

must be made in the normal way to the home local authority. Attendance at the nursery **does not**

guarantee a place in Reception.

**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 notes form part of the oversubscription criteria)**

**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.

**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.

**‘Adopted’**. An adopted child is any child who has been formally adopted, having previously been

in care are 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.

**‘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.

**‘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. 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.

‘**Brother or Sister’** includes:

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

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.

**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**.**

**‘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 and will be applied to the admission arrangements for 2025 - 2026*.*