ST PETER'S CATHOLIC PRIMARY SCHOOL, DAGENHAM

ADMISSION POLICY 2027-2028

St Peter's Catholic Primary School, Dagenham 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 this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1]. The governing body has set its admission number at 60 pupils to [the reception year] in the school year which begins in September, 2027.

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

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

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 and previously looked after children. (see notes 2&3)
2. Catholic Children who are resident in the parish of St Peter's Church, Goresbrook Road, Dagenham, RM9 6UR (see notes 3 &11)
3. Catholic children who are resident in the parishes of Holy Family, Oxlow Lane, Dagenham, RM9 2QB, St Thomas More Church, Longbridge Road, Barking, IG11 9BY, St Vincent, Waldegrave Road, Dagenham RM8 2QB and St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG. For whom St Peter's R.C. Primary is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

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

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 9)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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 7).

Tie Break[2]

Priority will be given to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). The Barking and Dagenham Admissions Team measure all distances using ESRI's geographical information system, from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to measure distances.

[2] This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[3], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Cover Note attached to this policy if you wish to apply under oversubscription criteria 1 to 4 and 6. The Cover Note should be returned to the school office by 15th January 2027.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the Cover Note and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2027.

Late Applications[4]

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children Outside their Normal Age Group

We use this in our determined admissions:
Summer born children - born between 1 April-31 August
It is expected that a parent or carer will apply for a reception school place for their child in the normal admissions round. However, some parents of children born in the summer months would rather their child not start school in the relevant year group

[3] This is for admission to the school at the start of the school year in September and not for applications made in-year.

[4] This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for the co-ordination of admissions.

but rather go back a year. Such requests must be made in writing in the child's normal round of admissions. We should receive your request before the closing date (15 January 2026). The School Admissions Team, in conjunction with the School Improvement Team, will consider such requests.

If a parent/carer wants to request for their child to be educated outside their normal age group. Such requests must be made in writing to the Admissions Team, who in conjunction with the School Improvement Team will consider such requests. If you would like to request for your child to be educated outside their normal age group including summer born children, you must still make an application for a school place. You will need to put your request to us separately, in writing. You may also provide supporting documentation, should you wish to do so.

The admission authority for each of your preference schools will make a decision based on the individual in line with current DfE guidance. They will take account of your views; information about your child's academic, social, and emotional development; their medical history and the views of a medical professional, if applicable, and whether they have previously been educated outside their normal age group. The admission authority will also take into account the views of senior staff within the school and other professionals.

You will be advised, in writing, of the decision regarding which year group your child should be admitted to and the reasons why this decision was reached. If your child is summer born and the admission authority has agreed that they can be educated in a younger year group, you will need to re-apply for a place for September 2026. As there is no guarantee that it will be possible to offer your child a place at a particular school, you are advised to have alternative arrangements in place.

If the admission authority does not agree to your request for your child to be educated outside the normal year group, there is no formal right of appeal.

Interest Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting 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. The waiting list will be held open until the last day of the summer term.

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 through the Local Authority Admissions Team.

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 interest list (see above).

You will be advised of the outcome of your application in writing, and you 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 admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. 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).

Nursery[5]

For children 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 school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. *An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.*
2. *In the case of children who are or were in the care of a local authority, parents or carers will need to provide a letter signed by a fully qualified social worker employed by that local authority. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. In the case of such children we will require a letter signed by a fully qualified social worker employed by the local authority concerned. A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.*
   Children previously Looked After in the care of the local authority are children who were looked after, but ceased to be so because they were adopted or subject to Child Arrangement Order or special guardianship orders immediately following having been looked after. A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.
3. *'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 the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).*

[5] This section should be deleted where the school does not have a nursery.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the 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].

4. *'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests on the Diocesan website:*

https://www.dioceseofbrentwood.net/departments/education/

5. *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.*
6. *'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*
7. *A sibling means a*

   – A full brother or sister;

   – a half brother or half sister;

   – a stepbrother or stepsister; or

   – an adopted or long term fostered brother or sister

Living at the same address who attends the preferred school in any year group, excluding nursery or Year 6, (the final year of primary education). If the relevant sibling is not listed on the CAF, they will not be prioritised according to the sibling criterion.

8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.
9. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
10. For the purposes of this policy, parish boundaries will be applied to the admission arrangements for 2027-2028. Information on Parish Boundaries can be obtained from Parish Churches and the school.