



English Martyrs'
RC Primary School

Admissions Policy 2023 – 2024

MISSION STATEMENT

Our English Martyrs' School community
aims to follow the example of Christ
in welcoming, recognising, fostering and developing each individual
as a unique and special gift of GOD with value and dignity.



ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL

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Admission Policy and Procedures 2023 - 2024

English Martyrs' School was founded by the Catholic Church to provide education for children of Catholic families. The school is a voluntary aided school in the trusteeship of the Archdiocese of Southwark, 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.

We ask all parents applying for a place to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The governing body has sole responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year, which begins in September 2023.

PUPILS WITH A STATEMENT OF EDUCATIONAL NEEDS (SEND) OR AN EDUCATION HEALTH CARE PLAN (EHC)

The admission of pupils with a statement of SEND or EHC are dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Pupils with a SEND statement or a EHC naming the school, will be admitted without reference to our Admissions criteria.

OVERSUBSCRIPTION CRITERIA

(The criteria will be applied sequentially and should be considered in conjunction with the "notes" and "schedules" to the Policy).

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated below (criteria 1-7).

1. Looked after Catholic children or looked after children in the care of Catholic families, looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic Children from practising Catholic families who are resident in the parishes of English Martyrs' and St Wilfrid's (Schedule 3) who practice at either church or at a chaplaincy for their home language or at a church recognised as being in union with the Catholic Church (Schedule 1). Applications will be ranked in the order shown on the Supplementary Information Form. Firstly those who attend Mass weekly, secondly those who attend most weeks, thirdly monthly, fourthly several times a year, fifthly never.
3. Other baptised Catholic children who are resident in and practise in other parishes
4. Looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children who are members of Eastern Christian churches including the Orthodox church. Evidence of baptism (or dedication), and of religious commitment provided by a priest or minister where the family regularly worship, will be required.

6. Children of families who are committed members of other Christian denominations. Evidence of Baptism (or dedication), and of religious commitment provided by a priest or minister where the family regularly worship, will be required.
7. Any other applicants.

TIE –BREAK

The following order of priorities will be applied when the applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- a. Catechumens and members of an Eastern Christian church are to be given priority next after baptised Catholics in each of the categories. A certificate of baptism or reception will normally evidence this.
- b. The attendance of a brother or sister, step, foster, and adopted siblings at the school at the time of enrolment will increase the priority of an application within each category.
- c. The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child, which can be most appropriately met at this school.
- d. Proximity to the school of the applicant's permanent home address: The distance is measured in a straight line from the school entrance using a geographical computerised information system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots. Where residential flats are situated in the same building, a ground floor flat would be regarded as nearer to the school. Flats on higher floors or those situated on the same level, would have their distances calculated (from the centre of their own entrance door) to the nearest public entry point of their residential block and from there to the school

HOME ADDRESS

Where parents share responsibility for a child, the address at which the child spends the majority of school nights (Sunday – Thursday) will be considered the 'home' address.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP OR DEFERRED ENTRY

DATES OF ENTRY

English Martyrs' will provide for the admission of children into the Reception year group in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his/her birthday (or on his/her birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

DEFERRED ENTRY

In accordance with Paragraph 2.17 of the School Admissions Code 2021, families are able to:

- Defer their child's entry to school until later in the same academic year (but not beyond the point at which the child reaches compulsory school age); or
- Take up their child's Reception place part time in the same academic year, until s/he reaches compulsory school age.

Where entry is deferred until later in the same academic year, the child's school place will be held and not offered to another child.

(For further information on deferring a child's place until later in the same academic year, please read Southwark Council's policy on "Deferring entry to primary school" which can be viewed at [About primary admissions - Southwark Council](#))

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP.

Families with summer born children who have not reached compulsory school age may request to delay their child's entry to Reception until the following academic year.

(For further information on how to request to delay a summer born child's entry to Reception until the following academic year, please read Southwark Council's policy on the "Admission of children outside of their normal age group" which can be viewed at [Admission of children outside their normal age group - Southwark Council](#)). For updates on the admission of summer born children you can also view the [Department for Education's website](#))

IN-YEAR (CASUAL) ADMISSIONS

Applications for a place at the English Martyrs' school in-year must be made using the school's IN YEAR APPLICATION FORM available on the school website or from the school's office. The form includes a page on Supplementary information on Faith and church attendance to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the admissions criteria above to rank the application. The offer of a place at the school will be made by the governors in writing within 15 school days. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

APPLICATION PROCEDURES AND TIMETABLE

The supplementary information form and documentation should be submitted to the school by the closing date published by the School on its website by those applicants applying for a faith place. Completion of a Supplementary information Form is required to be completed by parents/carers applying under a faith criteria. If one is not received the Governors will not be able to apply the faith admission criteria and the application will be considered under the 'any other applicants' category (criteria 7 of the admissions criteria).

THE FOLLOWING DOCUMENTATION IS REQUIRED.

- Baptismal certificate
- Supplementary Information Form, signed by a priest of the parish where the family practice
- Birth certificate (short birth certificate is sufficient)
- Proof of address (e.g. utility bill, council tax bill, tenancy agreement)

Parents will be advised of the outcome of their applications by post. Unsuccessful applicants may request the reason why their application was unsuccessful and advised of their right of appeal to an independent appeal panel.

APPENDIX 1: COMPLETING THE COMMON APPLICATION FORM (CAF)

RECEPTION

All parents/carers/Legal Guardians **MUST** complete online a Common Application Form (CAF) www.southwark.gov.uk/schooladmissions by **15th January** as all applications are handled through the Southwark primary co-ordinated admissions process. In addition to the CAF Form, the supplementary form (statement of Catholicity) for all faith applications (see oversubscription criteria) should be completed and sent to the school, even if the CAF is completed online we advise you to make two copies of the forms and to retain a copy for you own records.

WAITING LISTS

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained until 31st December in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Children who are the subject of a direction by the LA to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Admitting pupils under the Protocol may require the school to admit above the planned admission number for the relevant year group.

LATE APPLICATIONS

All late applications will not be considered for a place until after the initial offer of places on offer day. Late applications must be made using Southwark's paper primary application form.

Any late applications will be considered by the Governors' Admissions Committee in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (year R), will also apply to succeeding years, and be subject to the availability of places.

APPEALS

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers/Legal Guardian have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a. The admission of additional children would not breach the infant class size limit; or
- b. The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c. The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

APPENDIX 2: ADMISSION CRITERIA – NOTES

Looked after Catholic children or looked after children in the care of Catholic families, looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and children's Act 2002 (see section 46 adoption orders).

Child arrangements are defined in section 8 of the Children Act 1989, as amended by section 12 of the children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order,

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Any references to previously looked after children in the School Admissions code 2021 means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately having been looked after".

'Catholic' means a member of the Roman Catholic Church of the Ordinate and the Latin and Oriental Rite Churches that are in union with the Bishop 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. A full list is attached at Schedule 1.

'Practising Catholic' means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis and where the application is supported by a Catholic priest. The governing body will expect this practice to be verified by a priest in the standard format laid down by the diocese. Governors will take into account frequency of mass attendance when determining catholic commitment and practice. Applications evidencing most frequent attendance will be prioritised above those showing less regular attendance at mass.

Members of denominations falling within Churches Together in England (Schedule 2), and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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 normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school (in a straight line on a large scale map) by measurements obtained from the LEA

"Parishes of English Martyrs' and St Wilfrid's" are shown on the map – Schedule 3

SCHEDULE 1

Oriental Rite (or Eastern Catholic) Churches in union with Rome

Alexandrian

Coptic Catholic Church
Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)
Antiochean (West Syrian)
Syrian Catholic Church
(Syro-) Maronite Catholic Church
Syro-Malankar Catholic Church
Armenian
Armenian Catholic Church
Chaldean (East Syrian)
Chaldean Catholic Church
Syro-Malabar Catholic Church
Constantinopolitan (Byzantine)
Albanian (Byzantine) Catholic Church
Belarussian Catholic Church
Bulgarian (Byzantine Catholic Church
Georgian Catholic Church
Greek (Hellenic) Catholic Church
Greek-Malakite Catholic Church
Hungarian (Byzantine) Catholic Church
Italo-Albanian (Byzantine) Catholic Church
Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)
Macedonian Catholic Church
Romanian (Greek) Catholic Church
Russian Catholic Church
Ruthenian (Byzantine) Catholic Church
Slovak (Greek) Catholic Church
Ukrainian (Greek) Catholic Church

SCHEDULE 2

Members of Churches Together in England

Members of Churches Together in England
Antiochan Orthodox Church
Baptist Union of Great Britain
Cherubim and Seraphim Council of Churches
Church of England
Church of God of Prophecy
Church of Scotland (in England)
Congregational Federation
Coptic Orthodox Church
Council of African and Caribbean churches UK
Council of Oriental Orthodox Christians Churches
Ichthus Christian Fellowship
Independent Methodist Church
International Ministerial council of Great Britain
Joint Council for Aglo-Caribbean Churches
Lutheran Council of Great Britain
Mar Thoma Church
Methodist Church
Moravian Church
New Testament Assembly
New Testament church of God
Oecumenical Patriarchate
Redeemed Christian Church of God
Religious Society of Friends
Roman Catholic Church
Russian Orthodox Church (Moscow Patriarchate and Occumenical Patriarchate)
Salvation Army
Seventh Day Adventist Church (NOT a full member – only an observer)
Transatlantic Pacific Alliance of Churches
United Reformed Church
Wesleyan Holiness Church

Parish boundaries - English Martyrs' and St Wilfrid's Parishes.

