

# ST BARTHOLOMEW'S CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY

2025-2026



Approved by: Governing Body Date: 30<sup>th</sup> November 2023

Last reviewed: January 2023

Next review due by: January 2025

## St Bartholomew's RC School

### Admissions Policy and Procedures 2025 – 2026

*St Bartholomew's* Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the governors intend to admit into the reception class, in September 2025, up to 45 pupils, the published admission number (PAN), without reference to ability or aptitude.

Where the number of applications exceeds 45, the Governors will offer places using the following criteria in the order stated below: -

1. Catholic looked after children. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. 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. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
3. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. 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.
4. Siblings (refer to note b.) on roll at time of admittance.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
8. Any other children.

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

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The governors 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.

- ii. Living in the parish of Holy Apostles Church
- iii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
- iv. Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Notes:

- a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins).
- c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted.

## Applications procedure

In addition to the Common Application Form (CAF) supplied by the Local authority, the Supplementary Information form (available from the school and from the local authority) should be completed and sent to the secretary at the school not later than 15<sup>th</sup> January 2025. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated. We will also require sight of your child's baptismal certificate if this is available.

## Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 94 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 have the right to make oral representations to the Appeal Panel.

## Waiting List

Before the application of oversubscription criteria, children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. (1.6) Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be maintained until the end of the Autumn Term 2025. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that, when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list. The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

## Admission of children below compulsory school age.

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

## 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 local authority will be informed and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place

elsewhere are given priority immediately after Catholic child in Care Children, Child in Care children in the care of Catholic families and previously Child in Care Catholic children who have been adopted; similarly, other children without an offer of a school place are given priority immediately after other Child in Care children. Child in Care children in the care of Catholic families and previously Child in Care after Catholic children who have been adopted.

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 to appeal. You will be offered the opportunity of being placed on a notice of interest list., the notice of interest list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) 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 decide who is at the top of the list.

#### Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admission of pupils with a statement of Special Educational Needs or with an EHC Plan are dealt with by a separate procedure. The procedure is integral to the making and maintaining of Statements and EHC Plans by the pupil's home Local Authority. Details of this separate procedure are set out in the SEND Code of Practice. Pupils with a Statement or EHC Plan naming the school will be admitted without reference to the above criteria.

#### Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, e.g., the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group

## Fair access protocols

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## Late Applications

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.

## Note:

In the context school admissions Catholic children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

Offers of places will be sent to parents on National Offer Day which is 16<sup>th</sup> April, 2025

Headteacher: Mrs G McRae  
Tel: 01322 663119

Sycamore Drive  
Swanley  
Kent BR8 7AY

e-mail: [office@st-bartholomewsrc-pri.kent.sch.uk](mailto:office@st-bartholomewsrc-pri.kent.sch.uk)  
website: [www.st-bartholomewsrc-pri.kent.sch.uk](http://www.st-bartholomewsrc-pri.kent.sch.uk)

Supplementary Information Form 2025-2026

This form should be completed when applying for a place in a Catholic School in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

NB You must also complete and return a Common Application Form (available from schools and/or Local Authorities)

PART 1 *(To be completed by all parents or carers)*

Surname of child:

\_\_\_\_\_

Name of child:

\_\_\_\_\_

Date of birth: \_\_\_\_\_

Boy  Girl

Religion/Denomination: (e.g. Roman Catholic)

\_\_\_\_\_

Date and place of Baptism (if applicable):

\_\_\_\_\_

Parent/Carer name 1 \_\_\_\_\_

2 \_\_\_\_\_

Parents'/carers' religion/denomination:

1 \_\_\_\_\_ 2 \_\_\_\_\_

Home address:

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Postcode \_\_\_\_\_

Contact numbers: (1) \_\_\_\_\_

(2) \_\_\_\_\_ Mother/Father/Carer)

Will there be a brother/sister in this school by the time your child will start?

Yes      No

If your answer was yes, please state name and age of your child.

.....

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_

Parent/carer Date: \_\_\_\_\_

Part 2:





**ARCHDIOCESE OF SOUTHWARK**

**CERTIFICATE OF CATHOLIC PRACTICE**

**Details of child (for identification only)**

Full name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am [the child's parish priest] [the priest in charge of the Church where the child practices] [**delete as applicable**]

I hereby certify that this child is known to me and, to the best of my knowledge and belief, the child is a practising Catholic.

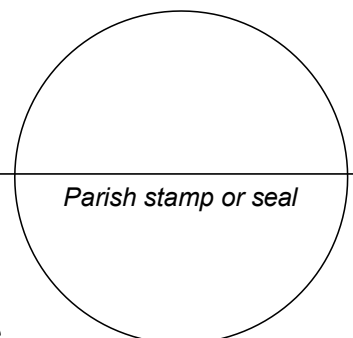
Priest's name \_\_\_\_\_ Position \_\_\_\_\_

Parish (or ethnic chaplaincy) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Priest's signature \_\_\_\_\_



*Parish stamp or seal*

Date \_\_\_\_\_

**Part 3: (To be completed only by priests/ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it by 15<sup>th</sup> January, 2025 to the school indicated over.**

I confirm that this family are members of our faith community       The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Catholic Baptism Certificate seen? \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**To the priest, minister or other faith leader:**

*Please ensure this form is completed and returned to the school by 15<sup>th</sup> January, 2025.*

## APPENDIX

Admission of children outside their normal age group.

The following is a proposed change to our Policy:

In line with 2014 Admissions Code children are expected to enter St. Bartholomew's Catholic Primary School in the September of the year in which their 5<sup>th</sup> birthday falls.

Although this is the view of the admissions authority it is important that any parent or carer seeking a variation or exception to this expectation will make their views known to the Headteacher and ask what additional support in differentiation can be applied to make admission possible.

Any decision by the Governing Body (limited circumstances) would be taken after considering the education advice carefully.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside the normal age group through the school or authority's complaints procedure.

Schools are funded for the number of pupils they have on roll, regardless of their age.

Kent's scheme details the process for handling out of year applications:

- Parents should make an application for their child's normal age group at the usual time, in case their request is not agreed. At the same time, parents should approach the admission authority of each school to request the right to apply outside of the normal age group. The decision of one admission authority is not binding on another, but where one Community or Voluntary Controlled school is in agreement, KCC would expect all other named Community or Voluntary Controlled schools to agree unless they had strong reasons not to.
- Admissions authorities should ensure that parents receive a response to their request in writing before national offer day.
- If their request is agreed, their application for the normal age group should be withdrawn.
- Parents should then make a new application as part of the main admissions round the following year. Parents must apply using a paper application sent directly to the LA and include a copy of the agreement from each named school.

Parents or Carers who wish to defer entry of their child

Parents or Carers may wish to defer the entry of their child to the school.

They can defer their child's start date until later in the school year, but not beyond the beginning of the term after they turn five and not beyond the beginning of the final term of the school year in April. Children may also start part time until later in the school year, but not beyond the beginning of the term after they turn five.

If parents or carers choose to do this they will need to apply to the school during normal admissions round for entry in September. If you are offered a place in this school and accept it, the school will have to hold that place for them until the child is attending but they are not classed as being on roll so the school will not get the funding for your child until the following academic year.

If your child is born between 1<sup>st</sup> April – 31<sup>st</sup> August, you can also defer entry but you would apply as an in-year applicant for a Year 1 place the following year. The school would not hold a place open for them for the whole of reception year. Parents or Carers would apply using the in-year process. If there are no spaces available, parents and carers can join the waiting list and appeal to the school's Admission Authority.

If your child's date of birth is before 1<sup>st</sup> April, they are compulsory school age the term after their 5<sup>th</sup> birthday. Therefore, you will apply in the normal round for a reception place (applications can be made between November and 15<sup>th</sup> January). The school will then hold this place open for them until they start in either January or April (depending on their DOB).

If a parent or carer wishes to delay entry to the school they will need to request a meeting with the Head in advance. This meeting will need to be minuted and the school will respond to the parent or carer in writing of the school's decision. It is the parents' or carers' right to defer entry to school, however, it is the decision of the Headteacher as to what year group the child should be educated in once they reach compulsory school age. During the meeting with the head you will be advised of the possible implications of having a child educated out of year group, for example: transfer to secondary school – secondary schools are under no obligation to accept a child out of year group so the child may need to go straight into Year 8 rather than Year 7 or apply to a school further away than you intended.