

OUR LADY AND ST JOSEPH CATHOLIC PRIMARY SCHOOL
Buckingham Road, London, N1 4JB.

2025-2026 ADMISSIONS POLICY FOR THE RECEPTION, INFANT AND JUNIOR CLASSES

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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Applications are welcome from families whose child reaches his/her 4th birthday between 01 September 2024 and 31 August 2025.

Each year there are many more applications than places available and pupils will be admitted to the School according to the order of priority in the oversubscription criteria (*see below*).

Pupil Numbers

The Governing Body will ensure that the number of pupils admitted to each year group will be such as to conform to statutory legislation. The Governing Body proposes to admit 30 pupils to the Reception class, this being the Published Admissions Number. Where the final place is offered to a child who has twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted.

Reception Class applications

In order to make a full application for a place in the School's Reception Class you should complete:

- The eAdmissions form is available from www.eadmissions.org.uk and must be submitted electronically. In exceptional circumstances, Hackney residents may obtain a hard copy of the form from Hackney Education School Admissions, Hackney Technology and Learning Centre, 1 Reading Lane, London E8 1GQ or online and return it as per the instructions by the stipulated closing date.
- Parents applying under priorities 2, 3, 4, 5, 6, 8 and 9 will also need to fill in The Supplementary Information Form available from the school office and Hackney Learning Trust and return it directly to the school by **15 January 2025**. They will also be required to provide the original or a certified copy of the child's Baptismal certificate and proof of date of birth. If no certificate exists applicants should indicate in writing the reasons for this being the case. A copy of the current year Council Tax Bill (2022-23) should also be submitted as proof of address. The Supplementary Information Form is available from the school, the local authority - Hackney Education or on line from the school website; www.olsjschool.net
- Applicants applying under criteria 2, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships. It is the parent's responsibility to ensure that the CCP is submitted to the school in good time. **The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.**
- Applications received after the closing date will be dealt with after the initial allocation process has been completed.
- All notification letters will be sent out by Hackney Education on behalf of the Governing Body on **16th April 2025**.

If your child's application is unsuccessful you may ask us for 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 to appeal to an independent panel.

Applicants not offered a place in the reception class will be invited to join a waiting list ranked in accordance with the over subscription criteria and remain there for **one year**. Names are normally removed from the list after 1 academic year unless parents/carers submit a written request to Hackney Education Admissions Team asking for their application to remain on the waiting list.

In-Year Admissions

Applications for In-Year admissions are made via Hackney Education. If a place is available and there is no waiting list then Hackney Education 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 place elsewhere are given priority

immediately after Catholic 'looked after' children). 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 waiting list. This waiting 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 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 so that an offer can be made.

Deferred Entry

Applicants may defer entry to school up until statutory 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 deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until **01 April 2026**.

Pupils with Educational Health and Care (EHC) Plan

The admission of pupils with Educational Health and Care (EHC) plan are dealt with by a completely separate procedure. 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.

Children educated outside their chronological age group (Except Reception applications for Summer born children)

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the Autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

Summer Born Children

If a parent wants his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 01 April-31 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 for the year in which they wish the child to start school. This application will be treated in the same way as all applications and there is no guarantee that an offer will be made.

The Governing Body will give top priority to an application where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school.

The priority for these specific needs will be given within each criterion.

The Governing Body will require written evidence from an appropriate professional such as priest, doctor or social worker as to why the school is the most suitable and the difficulties that would be caused if the child had to attend another.

OVERSUBSCRIPTION CRITERIA

In the event of oversubscription the following criteria will be used to rank all applications

1. Baptised Catholic “looked after” children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders immediately after being looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice who will have a brother or sister attending a Reception, Infant or Junior class in Our Lady and St Joseph School at the proposed date of admission.
3. Baptised Catholic children of staff who have been working in the school continuously for at least 2 years at the date of application (15/01/2024)
4. Baptised Catholic children with a Certificate of Catholic Practice whose parents/legal guardians are resident in the Hackney Catholic Deanery Parish of Our Lady and St Joseph, Kingsland. A map of the Parish is available on the Westminster Diocesan website.
5. Other baptised Catholic children with a Certificate of Catholic Practice.
6. Other baptised Catholic children.
7. Other “looked after” children and other children who have been adopted or made subject to child arrangements orders or special guardianship orders immediately after being looked after
8. Children of families who are Catechumens or members of an Eastern Christian Church.
9. Children from families of other Christian denominations whose application is supported by a letter from a minister of religion confirming membership of the faith community.
10. Any other applicant (see above).

Tie-breaker

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription, places up to the admission number will be offered to those children whose parents'/carers' residential address is the shortest distance from the base of the clock tower of Our Lady and St Joseph Catholic Primary School to the front door of the child's home when measured in a straight line using a GIS Computerised distance measuring mapping system. In the case of flats the measurement will be to the front door of the flat within the building. For the purpose of calculating distances the address is identified by using the geographical reference as determined by the borough council in which the child lives. This distance measurement is completed by Hackney Education.

When the last offer is made to a child of a multiple birth i.e. twins, triplets etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admissions number.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel by **21 May 2025**.

If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

Fair Access Protocols

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 Diocese and the governing body for the current school year. The governing body has the power even when admitting the child would mean exceeding the published admission number.

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

Applicants	the parents and/or legal guardians submitting an application for a place on behalf of a child.
Certificate of Catholic Practice (CCP)	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 the 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 (www.rcdow.org.uk/CCPguidance)
Catholic	For the purpose of this policy "Catholic" means a person who is a member of a Church in full communion with the See of Rome. For the purposes of this policy, this includes a 'looked after' child in the process of adoption and living with a Catholic family. This also includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic Church or a certificate of reception into the full Communion with the Catholic Church. This definition does not include catechumens or other Eastern Christians.
Looked after children	Children in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children's Act 1989)
Sibling	A brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters, the child should be living in the same family unit at the same address. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

Christian	A member of one of the Churches that is a member of “Churches Together in Great Britain and Ireland”
Catechumen	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
Eastern Christian Church	This includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
Eastern Christian Church	This includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
Other Christian denominations	<p>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.</p> <p>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.</p>
Home Address	The place where the child lives for 50% or more of the school week.
Adopted	An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders)
Child Arrangements Order	A Child Arrangement 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 which defines it as an order appointing one or more individual to be the child’s special guardian(s)
Parent	Means the adult or adults with legal responsibility for the child