

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'.



Admission Arrangement 2026/27

By order of the Governing Body of Our Lady of Peace Catholic Primary and Nursery School

Review Dates:	Date Reviewed: 22nd November 2024	Ratified at FGB: TBC
Signatures:	Acting Headteacher: Mr Nicholas Stopps	Chair of Interim Executive Board: Mrs Debbie Main
	Policy updated in line with the Admissions code 2021	

Admission Arrangement – Our Lady of Peace Catholic Primary and Nursery School

2026/27

INTRODUCTION

Our Lady of Peace Catholic Primary and Nursery 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 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 admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its **admission number at 30 pupils** to be admitted to the reception year in the school year which begins in September, 2026.

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 Special Educational Needs (SEN) or Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure, details of which are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHC plan you must contact your local authority SEN officer.

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 and children adopted from state care outside of England (see notes 2&3)
2. Other looked after and previously looked after children (see note 2)
3. Baptised Catholic children with a sibling attending the school at the time of application. (see note 4)
4. All other Baptised Catholic children.
5. Children who have brothers and/or sisters in Our Lady of Peace Primary School at time of application.
6. Any other children.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Proof of residence will be required and where two children meet the same criteria, the shortest distance from the school will be the deciding factor when offering a place. Proximity to the school will be by using the Slough Geographical Information System from the Local Authority. Distances are measured from the map reference of the child's home to

the front gate of the school, using a computerised Geographical Information System. All measurements must be consistent and fair. Therefore, the Governors will not accept any other measuring device such as Google Maps. In the event of two or more children being equally qualified for a single vacancy, a random allocation tie breaker will be used, supervised by a person or persons, completely independent of the school.

Late Applications

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 outside their Normal Age Group:

A request may be made for a child to be admitted outside of their normal age group, for example, 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 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the **Clerk to the Governors** at the same time as the admission application is made. The governing body will make its decision about the request based on circumstances of each case and in the best interests of the child. In addition to considering the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

In the event of a child being unable to obtain a place in school, parents will be given full details of the Appeals procedure on request to the Clerk to the Governors.

Children's religious faiths will be established through reference to their "original" Baptismal certificates or other faith equivalent.

Parents or carers of pupils who are re-locating from overseas must provide the information determined by the Immigration Rules of the UK Border Agency.

Following the Governors' decision parents may request that their child is kept on a waiting list. Parents may be asked from time to time by the school to confirm that they wish their child's name to remain on the list and in the absence of confirmation, names will be removed.

When a vacancy occurs at the school, the Governors will offer the place to the child who is listed first in the waiting list as judged by the admissions criteria.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. Applicants will receive an 'Admissions pack' for completion and returned. Where there is a place available and there is no waiting list, the child will be admitted. If there is a waiting list or there are more applicants than places, the above criteria will be applied. If a place cannot be offered at the time of application, applicants will be offered the choice of being placed on the waiting list. Positions on the list are placed in accordance with the oversubscription criteria and re-ranked when a new applicant is added. The waiting list is cleared at the end of each academic year, unless an applicant specifically requests in writing that their name is retained on the list.

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 Key Stage 1 class size exceptions).

Nursery

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.**

Definitions:

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying educational provision for a child. 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. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any 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 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 arrangement order or special guardianship order. This includes those children who appear to have been in state care outside of England.
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 living with a family where at least one of the parents is Catholic.

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. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.