

Our Lady of Peace Catholic Primary and Nursery School

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



Admission Arrangement 2025/26

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

Review Dates:	Date Reviewed: 24 th November 2023	Ratified at FGB:
Signatures:	Headteacher: Mrs Jan Holden	Chair of Governors: Mrs Kelly Robinson
	Policy updated in line with the Admissions code 2021	

Admission Arrangement – Our Lady of Peace Catholic Primary and Nursery School 2025/26

INTRODUCTION

This Policy is written in consultation with staff, governors and the local community as set out in the School Admissions Code, in light of our mission statement, in that it values and respects pupils and staff of Our Lady of Peace Catholic Primary and Nursery School. Our aim is to respond to all children in our care with sensitivity and imagination.

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 Governors hope to offer places to every child baptised into the Roman Catholic faith, who applies. Where the admission number is reached or exceeded in any criterion, distance from the school will be the deciding factor when offering a place. 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. In the case of Nursery, the tie breaker for applications in respect of entitled extended hours (30 hours per week, funded), will include priority being given to those children already attending our Nursery for the entitled universal 15 hours per week. There are 60 places available in the Reception year group and 60 in nursery (30 in the morning and 30 in the afternoon).

If places are available, children are normally admitted to Nursery at the start of the term following their 3rd birthday. Applications must be made via the school's own application form. Late/ in year applications will only be considered after those received by the due time, subject to availability and the standard Admissions Criteria. **Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.**

In the event of oversubscription, priority will be given to applicants in the following order:

1. Catholic looked after children and previously looked after children
2. Other looked after and previously looked after children
3. Baptised Catholic children with a sibling attending the school at the time of application.
4. All other Baptised Catholic children.

In the event of there being vacancies after all the above applicants have been admitted, the Governors will admit children, whose parents wish their children to be educated in a Catholic environment.

Priority will be given to applicants in the following order:

5. Children of Christian denominations.
6. Children who have brothers and/or sisters in Our Lady of Peace Primary School at time of application.
7. All other children.

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.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHCP)

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.

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).

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.

Definitions:

Looked after children/Previously looked after children:

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.

Sibling:

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.

Catholic

'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).

'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.

Christian:

"Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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.

All members of Churches Together in England and CYTŪN 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.