



# St. John Fisher Catholic Primary School



Blessed Holy Family  
Catholic Academy Trust

*Growing and Learning Together with Christ*

## ADMISSIONS POLICY

Academic Year 2024/25

St. John Fisher Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all of 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.

The Published Admission Number (PAN) for the Reception Class at St John Fisher School is 90. The Local Governing Body (LGB) has responsibility for admissions to this school and intends to admit 90 pupils in the school year that begins in September 2024. Applications are invited from families whose child were born between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

### ADMISSIONS AND OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children and Catholic children who have been adopted, or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children who have a sibling at the school at the time of admission.
3. Baptised Catholic children resident in the parish of St. John Fisher (Harrow North).
4. Baptised Catholic children resident in the parish of St. Luke (Pinner).
5. Baptised Catholic children resident in any other parish.
6. Other looked after children and other children who have been adopted or made subject to child arrangements orders, immediately after having been looked after.
7. Children of catechumens and members of an Eastern Christian Church.
8. Children of other Christian denominations whose application is supported either by a certificate of baptism or a letter from their minister confirming membership of that faith community.
9. Non-Catholic children who have a sibling at the school at the time of admission.
10. Any other child.

**Exceptional Need:** The LGB will give top priority, within a criterion, to an application where compelling professional written evidence, from a medical consultant or senior social worker, is produced at the time of application of a social or medical need of the child or family which can only be met at this school.

**Non-Catholic Siblings:** Parents of children within criteria 8 must be aware that younger siblings will not qualify under criteria 2, as priority will be given to Catholic children. Non-Catholic sibling applicants will be placed in criterion 8.

**Tie Breaker:** Where the offer of places to all the applicants in any of the sub-categories listed above would lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Where two or more families live equidistant from the school places will be offered by random allocation i.e. lottery in the presence of an independent witness.

**Twins and Multiple Births:** In cases where multiple siblings tie for the last available space, all will be offered a place, even if this exceeds the planned admission number. Where multiple births are concerned and one child has an EHCP that names St John Fisher School, the other siblings will be treated as having a sibling link for that academic year.

**Reception Year 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 deferral is requested. On approval the parent would then need to make an in-year application and would be added to the school waiting list.

Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2025.

**Summer Born Children:** Parents may apply for their child born between 1<sup>st</sup> April - 31<sup>st</sup> August to start Reception in the September following their fifth birthday. The request should be submitted in writing to the Chair of Governors at the time of application.

If permission is granted an application should be made in the usual way for 2024 entry. If permission is refused application can then still be made for 2025. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

**Admission of Children Outside their Normal Age Group (*except summer born applications for Reception*):** 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. If Governors give permission for the child to be educated out of his/her normal age group, parents must submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Parents have a statutory right to appeal against the refusal of a place at the school. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. The waiting list will be updated at the end of the school year. You will be contacted to confirm whether or not you wish to remain on the list.

## **RECEPTION CLASS APPLICATION 2024/2025**

In order to make an application, you must complete an online eAdmissions Form from your own local authority [www.harrow.gov.uk/schooladmissions](http://www.harrow.gov.uk/schooladmissions). You should also complete the school's Supplementary Information Form (SIF). The information on the SIF enables the LGB to assess your application fully against the school's criteria in the event of oversubscription. Both application forms must be completed and submitted by 15th January 2024.

Please return the SIF to the school together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and submit them by 15th January 2024, the LGB will be unable to consider your application fully, and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The SIF is available to download from the school website, [www.stjohnfisherschool.co.uk](http://www.stjohnfisherschool.co.uk) or the local authority website. It is the responsibility of the applicant to ensure that this form is submitted to St John Fisher Catholic Primary school by 15<sup>th</sup> January 2024.

Offer notification letters will be sent out by the Local Authority on or about 16<sup>th</sup> April 2024. In the event of submitting false information, the Governors reserve the right to withdraw the place.

## **IN-YEAR ADMISSIONS**

In-year applications are made directly to the school, using a Supplementary Information Form. If a place is available and there is no waiting list then the LGB will make an offer. Alternatively, if there is a waiting list, applications will be ranked in accordance with the oversubscription criteria.

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 of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the LGB in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the LGB will make an offer to the applicant at the top of the waiting list.

### **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 LGB 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 LGB for the current school year. The LGB has this power even when admitting the child would mean exceeding the published admission number.

### **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

The admission of pupils with an Education Health Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to making and maintaining EHCPs by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP, you must contact your local authority SEN Officer. Upon agreement, children with this school named in their EHCP will be admitted.

### **Interpretation of Terms used in the Admission Policy and Oversubscription Criteria.**

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**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 who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). To confirm your Church is in communion with the See of Rome please see table below.

**Looked after child** has the same meaning as in S.22 of the Children's Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school). Included in this definition are those children who appear (to the LGB) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

**Adopted** means a child who has been adopted from care and whose parents can give proof of this status.

**Child Arrangements Order** is an order settling the arrangements to be made as to the person with whom the child is to live.

**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 individuals to be a child's special guardian(s).

**'Catechumen'** means 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'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**'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 creedal 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.

**Sibling** means a child's brother or sister living at the same address. The sibling priority does not include cousins or other extended family members who live in the same household, but will include half siblings, step siblings and foster children.

**Distance** is measured by the local authority in a straight line from home to the centre point of the school site using a computerised mapping system based on ordinance survey data.

**Home Address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

<b>Traditions</b>	<b>Catholic Churches</b>	<b>Equivalent Non-Catholic Churches</b>
Western (Roman)	Latin Catholic Church	Churches of the Protestant Reformation Church of South India (CSI) (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church	Coptic Orthodox Church
	Ethiopian Catholic Church (“Gheez rite”) (includes Eritrean Catholic Church)	Ethiopian Orthodox Church; Eritrean Orthodox Church
Antiochian (West Syrian)	Syrian Catholic Church	Syrian Orthodox Church
	(Syro-)Maronite Catholic Church	None
	Syro-Malankar Catholic Church	Malankara Orthodox Syrian Church St Thomas Christians: Indian Orthodox Church; Orthodox Syrian (Jacobite) Church; Mar Thoma Syrian Church; Malabar Independent Syrian Church of Thozhiyoor; Church of South India (CSI) (St Thomas Christians)
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic Church	Assyrian Church of the East
	Syro-Malabar Catholic Church	St Thomas Christians: Syrian Malabarese Church; Syro-Chaldean Church
Constantinopolitan (Byzantine)	Albanian (Byzantine) Catholic Church	Albanian Orthodox Church
	Belarussian Catholic Church	Belarussian Orthodox Church
	Bulgarian (Byzantine) Catholic Church	Bulgarian Orthodox Church
	Georgian Catholic Church	Georgian Orthodox Church
	Greek (Hellenic) Catholic Church	Greek Orthodox Church (Greek speaking); Cypriot Orthodox Church
	Greek-Melkite Catholic Church	Greek Orthodox Church (Arabic speaking)
	Hungarian (Byzantine) Catholic Church	Hungarian Orthodox Church
	Italo-Albanian (Byzantine) Catholic Church	None
	Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia)	Serbian Orthodox Church
	Macedonian Catholic Church	Macedonian Orthodox Church
	Romanian (Greek) Catholic Church	Romanian Orthodox Church
	Russian Catholic Church	Russian Orthodox Church
	Ruthenian (Byzantine) Catholic Church	Ruthenian Orthodox Church; Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church
	Slovak (Greek) Catholic Church	Slovak Orthodox Church; Orthodox Church in America (OCA); American Carpatho-Rusyn Orthodox Church
Ukrainian (Greek) Catholic Church	Ukrainian Orthodox Church; Orthodox Church in America (OCA)	