

**WESTMINSTER CATHEDRAL CATHOLIC PRIMARY SCHOOL.**  
**ADMISSIONS CRITERIA 2021-2022**

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.

The governing body has responsibility for admissions to this school and intends to admit the Published Admission Number of 30 pupils to the reception class in the school year which begins in September 2021

Applications are invited for September 2021 from families whose child attains 4 years of age between 01/09/2020 and 31/08/2021

**Oversubscription criteria**

In the event that we are oversubscribed the available places will be offered in order of priority.

1. Catholic Looked after children and Catholic children who have been adopted or subject to Child Arrangements order or special guardianship orders.
2. Baptised Catholic children with a brother or sister at school at the time of enrolment (or step sibling resident at the same address).
3. Baptised Catholic children whose parent is a member of teaching staff and has been employed at the school for at least two years at the time of application.
4. Baptised Catholic children, who are resident in the parishes of the Holy Apostles and Westminster Cathedral. The map of the parish for the Holy Apostles and Westminster Cathedral can be found opening the link below, a paper copy is attached.



Parish Map.jpg

5. Other baptised Catholic children, who live outside the parishes of the Holy Apostles and Westminster Cathedral.
6. Other baptised Catholic children.
7. Other looked after children and other children who have been adopted (or subject to Child Arrangement orders or special guardianship orders).
8. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their minister/faith leader confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
10. Any other applications.

**Exceptional need**

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the children, which can only be met at this school.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest the school. The distance measurement is carried out by the LA and information given to the Governors. This will be determined using Westminster LA software. The Admissions Department at Westminster Local Authority has provided the following explanation of how the software measures the distance from home to school.

*Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order."*

Where the ranking of children from multiple births would mean the remaining twin or triplet would take the class over the standard number for infant class sizes this will be allowed in the case of multiple births

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Children are kept on the list for the duration of their primary school career.

### **Education, Health and Care Plans (EHC)**

The admission of pupils with an Education Health and Care Plan (EHC) is 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 to the school.

*Notes (these notes form part of the oversubscription criteria).*

“**Adopted**” means any child who has left care because they were adopted and whose parents can give proof of this status.

“**Looked after child**” has the same meaning as in Section 22 of the Children 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).

“**Child Arrangements Order**”. A child arrangements order is an order under the terms of the Children Act 1989 Section 8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. This priority applies to a child who was looked after up until this order was made.

“**Special Guardianship Order**”. A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). This priority applies to a child who was looked after up until this order was made.

**“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 certification 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 this includes a looked after child in the process of adoption and living with a Catholic family.

**“Parent”** means the adult or adults with legal responsibility for the child.

**“Sibling”** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**“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 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.

**“Children of other faiths”** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**“Resident”** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

### **Appeals Procedure**

Parents who are unsuccessful in securing a place for their child have the right of appeal. They should write to the Chair of Governors, and should be received no later than 25<sup>th</sup> May 2021. The school follows the procedure laid down by the Westminster Diocese in such circumstances.

## **Applications to Westminster Cathedral Catholic Primary School, 2021-2022**

In order to make an application, you must complete an application form from your local authority either online or on paper and return it to them. You should also complete the School's Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both forms described above and return them by 15<sup>th</sup> January ,2021 the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

These forms should be returned to :-

The Admissions Officer,  
Westminster Cathedral Catholic Primary School,  
Bessborough Place,  
Pimlico,  
London, SW1V 3SE.

The child's baptism certificate (if applicable) must be submitted with this form.

The closing date for applications is **15 January 2021**

Both the Westminster Common Application Form and the school's supplementary form must be received by that date.

If you do not complete both the CAF (Common Application Form) and the SIF (Supplementary Information Form) and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at Westminster Cathedral Catholic Primary School.

### **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed.

### **Offer of places**

Parents will be notified by the Local Authority on

### **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 1<sup>st</sup> April 2022.

## **Children educated outside their chronological age group (Except applications for Reception for summer born children).**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### **Summer Born Children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> 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. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. Where there is no waiting list the local authority will be notified 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 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other '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 of 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 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 re-rank the list so that an offer can be made.

### **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 this power even when admitting the child would mean exceeding the published admission number.

**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form  
2021-2022**



<b>Name and Address of School:</b>
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**Child's Details**

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			

Church where child was baptised and date of baptism: (baptism certificate required)	
Name and position of religious leader supplying letter confirming membership of the faith community (where appropriate) :	
Names of brothers or sisters at this school who will still be on role in September 2021	Name                  Class or Year Group
Is your child 'looked after' by the Local Authority, adopted or subject to a child arrangements or special guardianship order having previously been 'looked after'? (Please circle your response)	<b>YES</b> <b>NO</b>

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)
<b>YES</b> <b>NO</b>

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Please note:

- If applicable parents can obtain a Certificate of Catholic Practice from the parish where the family normally worships or from the Diocese of Westminster website at [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, for parents.)
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader showing membership of the faith community.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed?

Copy of baptism certificate (if applicable)

Certificate of Catholic Practice (if applicable)

Evidence of exceptional need (where appropriate)

**Have you completed** your local authority's Common Application form?

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please see below.*

## **ADMISSIONS PRIVACY NOTICE FOR Westminster Cathedral Primary School**

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Westminster Cathedral Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the school is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

### **We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

### **In order to administer admissions to this school the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

### **Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

### **School Retention Policy:**

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

**For further information please refer to the Privacy Policy on the School website or contact: School Administrative Officer at [office@westcathsch.co.uk](mailto:office@westcathsch.co.uk)**