



Our Lady Immaculate Catholic Primary School

**"With God in our hearts, we follow Jesus' footsteps,
as we love and learn together."**

Admissions Policy

Date: September Admissions 2026/27

Table of Policy Amendments

Review Date	Section	Notes
Aut 25	Point (a) Page 2	The reference to the SIF form has been completely removed in line with the previous decision from the LGB.

Our Lady Immaculate is an academy that is part of Christ the Redeemer Catholic Education Trust that was established by and for, the parishioners of Our Lady Immaculate Parish, Tolworth and St. Catherine of Siena Parish, Chessington and Hook. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications and celebrates the diversity of our local community. The Governors, after consultation with the Local Authority, intend to admit 60 children to the Reception class each year. Pupils will be admitted without reference to aptitude or ability. Governors have a non-discriminatory policy in relation to children with special educational needs. The school has installed a lift, an access ramp and toilet facilities to assist children with disabilities. All other needs are discussed on an individual basis.

If Catholic or non-Catholic children are admitted to the school at any time, it does not guarantee that a place will automatically be offered to siblings.

The Governing Body has agreed to adopt the common timetable of admissions, applications, closing dates and notification of the outcome of those applications, according to Kingston's Primary Coordinated Admissions Scheme. This requires documentation to be sent to both the Home Local Authority and the school within the closing dates.

- a. Parents considering sending their child to the school and wishing to be considered under one of the faith based criteria need to provide a copy of a baptismal certificate or evidence of reception into the Catholic Church. .
- b. All applications to Our Lady Immaculate School will be considered in accordance with the admissions criteria for the school
- c. An application for a place at the school must be made to the Local Authority using the authority's online facility, Read the information regarding Admissions on your home local authority's website and then complete an online application form via the pan-London portal (<https://www.eadmissions.org.uk>) It MUST be noted that it is a statutory requirement under the Coordinated Admissions Regulations to make only one offer of a school place to each applicant for a Primary school. Where an applicant qualifies for more than one school the offer will be decided according to the preference order of the schools as stated on the form.

The closing date for applications in the normal admissions round is set out by the local authority. All applicants will receive electronic notification on the evening of National Offer Day.

Late Applications

Any applications received after the closing date in January will be considered after all applications received by the closing date.

If there are exceptional reasons why an application is late and parents can provide documentary evidence to support this, such applications may be considered as on-time applications if possible. Each late application will be considered separately and on its own merits.

In Year Applications

For 'in year' applications see page 5.

Admission to Reception Classes

Date of Birth	Autumn Term	Spring Term	Summer Term
1 Sept-31 Dec	Full time	Full time	Full time
1 Jan-31 March	*Full time (<i>optional</i>)	Full time	Full time
1 April-31 Aug	*Full time (<i>optional</i>)	* Full time (<i>optional</i>)	Full time

In accordance with the School Admissions Code 2014 provision will be made for all children in the September following their fourth birthday.

- Parents can request that the date their child is admitted to the school be deferred until later in the school year or until the child reaches compulsory school age in that school year (i.e. the term in which they have their fifth birthday) Parents may also request that their child attend part time until the child reaches compulsory school age. Arrangements will be negotiated between the parents and the Head teacher.

Parents who are seeking a place for their child outside of the normal age group, e.g. the child has experienced problems such as ill health or the parents of a summer born child electing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should submit their request with their application by the closing date in January of the year when children of the actual same age are due to start school. Applying by age appropriate deadlines will mean that in the event that your request is refused, your child will still be considered for a place in their correct age group.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's Head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. You will be provided with a response to your request before the primary offer date (Primary National Offer Day).

Where the governors agree to a parent's request for their child to be admitted out of their normal age group they must make a new application as part of the main admissions round the following year and include as part of the application a copy of the governors decision. The decision to agree to year delay your child does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place.

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

The Governors will decide on admissions to the school.

Oversubscription Criteria

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

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order, Catholic children who appear (to the admissions authority) to have been in state care outside of England as a result of being adopted.
2. Baptised Catholic children where one or both parents/guardians live within the boundaries of either Our Lady Immaculate Parish Tolworth or St. Catherine of Siena Parish Chessington and Hook. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children of other Christian denominations. Evidence of baptism/dedication will be required.
8. Children with a sibling (taken to include half-siblings, step-siblings, adopted siblings and foster children) attending the school at the time of admission.
9. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership is required.
10. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed places available and it is necessary to decide between applications:

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The Governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last ranked within the school's admissions number.
- ii. A child whose parent is a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made or

the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

iii. Social, medical or pastoral needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest)

iv. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the Local Authority using a computerised geographical information system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

Notes

1. Up to 20% of the number of places agreed for admission into Reception will be 'ring-fenced' for those applicants living within the boundary of the parish of St Catherine of Siena, Chessington and Hook. (So that they are not disadvantaged by the fact that they live a greater distance from the school.)
2. Catholics include members of the Ordinariate and the Latin and Oriental Rite churches that are in union with the Bishop of Rome
3. A "brother or sister" means children who live as brother and sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins)
4. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
5. A looked-after child has the same meaning as in section 22(1) of the Children Act 1989 that is a 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 (eg children with foster parents) at the time of making an application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
6. A member of staff is defined as an employee who is on the school's payroll.

Looked after children or previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time of application
- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.

Required evidence for a looked after child

If your child is currently in the care of a local authority, you must enclose a copy of a section 20 Children Act 1989 agreement (signed by parent(s) and the local authority), interim care order or final care order. If you are sending a copy of a section 20 agreement or interim care order then this must also be supported by a letter from the social worker confirming that it is still current.

Required evidence for a previously looked after child:

- an adoption order made under the Adoption Act 1976 or Adoption and Children Act 2002;
- a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act); or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

Please note that children adopted from overseas are not classified as children in public care and will not be considered under this criterion.

Pupils with an Education, Health and Care Plan (EHCP)

The admissions of pupils with an EHCP are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of an EHCP by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs and Disabilities (SEND) REPORT 2015-2016. Pupils with an EHCP naming the school will be admitted without reference to the above criteria.

In Year Applications

Applications 'in year' for a place at the school must be made using Kingston's In Year Application Form – (Kingston School Admissions (020 8547 4610 for details) *ensuring that you include the name of the school on the form as one of your preferences.*

This form must be returned to the Local Authority. The school's Supplementary Information Form should also be completed and returned to the school. This will enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as those listed above.

The school will make an offer of a place at the school on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list.

Waiting List

Parents of children who have not been offered a place at the school (either in the normal admissions round or in-year) may ask for their child's name to be placed on a waiting list.

The waiting list will be operated using the same admissions criteria listed above. It will not give priority to children based on the date their application was received or the date on which their name was added to the list.

Placing a child's name on the waiting list does not guarantee that a place will become available. The waiting list will be held for one school year and will be reviewed at the end of the summer term.

This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. The following are available on request at the school office:

- Diocesan guidelines relating to the appeals process;
- A copy of Our Lady Immaculate Admissions Policy;
- An appeal form for return to the 'Clerk of Appeals' at the school by the date specified
- on the form, in accordance with the Schools Admissions Appeals Code.
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Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a. the admission of additional children would not breach the infant class size limit; or
- b. the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c. the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.