ST VINCENT'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY

Policy Date: September 2026
Review Date: September 2027

Mission Statement

Caritas Christi Urget Nos

The love of Christ urges us to care for each other and strive for excellence in everything we do.

ADMISSION POLICY 2026-2027

St Vincent's Catholic Primary School is a voluntary aided Primary School in the Trusteeship of the Diocese of Westminster, and is intended for the education of Catholic children. As a Catholic school, we aim to provide a Catholic education for all our pupils. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government. As 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. 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 admission 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 45 pupils to the reception year in the school year which begins in September, 2023.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

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 Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted if their needs can be fully met by the school.

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. 'Looked-after' children and previously 'looked-after' children (see note 2).
2. Children of staff who have been working at the school for at least two years at the time of application.
3. Baptised Catholic children with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission, or who are attending St Vincent's nursery at the time of application *(see notes 3,4 & 6).*
4. *Baptised* Catholic children with a Certificate of Catholic Practice who are resident in the Parishes of Sacred Heart, Mill Hill or St Anthony's, Edgware (*see notes 3 & 4*).
5. Other *baptised* Catholics (*see note 3*)
6. Any Christian children (*see note 5*)
7. Children who have attended St Vincent's nursery or have a sibling at the school.
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (*see note 9*).

Tie Break

In the event of a tie break in category 3, the distance from an applicant's front door to a central point in the parish in which they live will be used.

- Sacred Heart Parish, Mill Hill. The central point is the junction of Dawes Lane, Hammers Lane, Wills Grove and Wise Lane.

- St Anthony's, Edgware. The central point is the junction of Hillside Drive, Manor Park Gardens and Green Lane.

In the event of a tie break in category 4, the distance from the applicant's front door to the main entrance, will be used.

<u>These will be measured by Barnet Council measuring system.</u>

All other applicants will be measured by Barnet Council measuring system by the distance from St Vincent's School's front gates to the front door of the applicant's home. In the event of applicants living equidistant from the school, then a lottery will be carried out, by the Governors, in the presence of an independent witness

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[1], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 8. The Supplementary Information Form should be returned by **15th January 2026 to**:-

Admissions,
St Vincent's Catholic Primary School,
The Ridgeway, Mill Hill, London, NW7 1EJ

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

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 Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 **Chair of Governors, St Vincent's Catholic Primary School, The Ridgeway, Mill Hill, London, NW7 1EJ** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account 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 take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting ***Admissions***, ***St Vincent's Catholic Primary School, The Ridgeway, Mill Hill, London, NW7 1EJ***.

For in-year applications, please visit the admissions section of the school's website and complete the In-Year SIF form:

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Nursery

For children in the school's nursery, application to the reception class must be made in the normal way, to the home local authority. Attendance at the school's nursery is included in the Oversubscription Criteria

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 infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special 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 arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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. '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. Further details of these circumstances can be found in the guidance issued to priests on the Diocesan website.

5. 'Any other Christian' includes 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Brother or sister' includes:

(i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

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

9. For the purposes of this policy, parish boundaries are as shown on the map found on the school website and will be applied to the admission arrangements for 2026-27.

Please see Parish maps on the website.

10. A child's "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.