St. George's Catholic Primary School

At St George's, God calls us by name to love,
learn and achieve together, safe in the palm of His hands.

*'I have called you by your name; you are mine' Isaiah 43*

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# ST GEORGE'S CATHOLIC PRIMARY SCHOOL
# ADMISSIONS POLICY 2026/27

St George's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below.

The school is situated in the Diocese of Brentwood and is part of the Assisi Catholic Trust. The School primarily serves the parish of St George's and the English Martyrs.

The school is conducted by its Local Governing Committee as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

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 Local Governing Committee 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 Local Governing Committee has set its admission number at 30 pupils to be admitted to the reception cohort in the school year which begins in September 2027.

The Local Governing Committee 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 Special 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 must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

**Oversubscription Criteria**

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

1. Catholic looked after, previously looked after children and looked after outside of England but ceased to be so (see notes 2 & 3)
2. Catholic children who are resident in the parish of St. George and the English Martyrs.
3. Other Catholic children.
4. Other looked after and previously looked after children (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (See note 7)
8. Any other children.

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

(i) the attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

**Tie Break**

In the event of two or more applications for the same place, preference will be given to those living in the parish, as shown on the map available from the school. If, after this consideration, there is oversubscription in any one category, "straight line" distance will be

used to measure the distance between the pupil's home and the nearest pupil entrance to the school. If the pupil's home is a flat, the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Local Governing Committee). Distances will be measured using the Local Authority's computerised measuring system.

**Application Procedure and Timetable**

To apply for a place at this school in the normal admission round, 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. A completed Supplementary Information Form should be returned to the school by the 22nd January, 2027.

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. Unsuccessful applicants will be advised of their right of appeal to an independent panel. Details of this can be obtained from the school office. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list.

**If you do not provide the information required in the SIF and return it by the closing date, together with all the supporting documentation, your child will not be placed in criteria 1 to 3, 6 or 7, 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 2027.**

**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 the Head Teacher, St George's Catholic Primary School, at the same time as the admission application is made. The Local Governing Committee 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 account the views of the head teacher, including the head teachers statutory responsibility for internal organisation, management and control of the school, the Local Governing Committee will take into account the views of the parents and of the appropriate medical and education professions, 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.
**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 by contacting the school.

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). The Local Governing Committee has sole responsibility for admissions to this school and will only admit a maximum of 30 children per class in EYFS, Key Stage 1 or Key Stage 2. This is due to the size of the classrooms limiting the number to 30.

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

***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 an 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
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 who is part of a Catholic family where a letter from a priest 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).

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. '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.

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

6. "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.

7. "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 6 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.

8. 'brother or sister' includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers 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 address as the applicant.

9. 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.

**This Policy is subject to annual review.**
**Last reviewed February 2026**