



ADMISSIONS POLICY 2026 /2027

St. Robert Southwell Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The Governing Board as part of the Catholic Church in accordance with the trust deed from the Diocese of Westminster, is responsible for admissions to the school.

As a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeate every aspect of the school's activity; therefore, it is essential that the Catholic character of the school's education be fully supported by all families in the school. All families applying are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

There is no priority for children currently attending the nursery in the oversubscription criteria; they must make an application in the normal way.

APPLICATIONS AND ALLOCATION OF PLACES

The school Governing Board has sole responsibility for admissions to this school and intends to admit 60 pupils, the Published Admissions Number (PAN), to the Reception classes in the school year that begins in September 2025, from the applications received. Applications are invited for September 2026 from families whose child attains 4 years of age between 01/09/2025 and 31/08/2026. Offers of places will be sent to parents by the Local Authority on behalf of the Governors on or about 16th April 2026.

All applicants must complete a Common Application Form (CAF) available online or from the Local Authority (LA) offices for the area in which you live; this must be completed and returned to the LA. All applicants must also complete a Supplementary Information Form (SIF) and return this to the school if they want to be considered as a Catholic applicant. Preference will be given to baptised Catholic children, and proof of Baptism will be required. In order to be considered under criterion 2,3,4 or 5 you must complete a SIF and present your Baptism Certificate to the school. The SIF is obtainable from the school office, the school website and from the LA offices and the LA website.

If you do not complete the forms and return them by **15th January 2026**, the Governing Board may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will not be considered until all offers have already been made.

St Robert Southwell Catholic Primary School is committed to taking its fair share of vulnerable children who are hard to place in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, Governors are empowered to give absolute priority to a child where admission is requested under any local protocol, if this carries the agreement of both the Governing Board and the Diocese for the current admission year. The Governing Board has this power even when admitting such a child would exceed the normal admission number.

APPLICATION PROCEDURES AND TIMETABLE

The completed CAF must be submitted to the LA by the **publicised closing date, 15th January 2026**, and the SIF must be returned to the school by that **same** date. Notification letters will be sent out by the LA on behalf of the governors on 16th April 2026.

*Following Jesus' footsteps and inspired by St Robert Southwell we work hard,
aim high and treat everyone with honesty and gentleness*



CRITERIA IN THE EVENT OF OVER-SUBSCRIPTION

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

1. Catholic looked after children and all previously looked after children. (see note "Looked After Child")
2. Baptised Catholic children of members of staff, where the member of staff has been a permanent employee of the school for at least two years at the time of application.
3. Baptised Catholic children who have siblings at the school at the time the child would be admitted onto the school roll.
4. Baptised Catholic children who are resident in the parish of St Sebastian & St Pancras.
5. Baptised Catholic children, resident in other parishes.
6. Other looked after children and all previously looked after children. (see note "Looked After Child")
7. Other children who will have a sibling at the school at the time the child would be admitted onto the school roll.
8. Children of Catechumens and children from other Christian Churches whose application is supported either by a certificate of baptism or by a letter from their Minister of their religion confirming membership of the faith community.
9. Any other children.

MULTIPLE APPLICATIONS FROM THE SAME FAMILY

Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted, as an exception to the infant class size limit.

EXCEPTIONAL NEED

The Governing Board will give top priority, within each category, to a child who has exceptional social, medical, pastoral or other needs that can only be met at this school. You must state this at the time of application on the SIF. Along with your application you should submit supporting evidence which sets out the particular reason why St Robert Southwell is the most suitable school and the difficulties that could be caused if your child has to attend another school. Supporting evidence must be in the form of a report from an appropriate professional, like a doctor, social worker or priest and be submitted together with your application forms.

THE ADMISSION OF SUMMER BORN CHILDREN

Parents may now request that their summer born child, i.e. a child born between 1st April – 31st August be admitted to Reception in the September following his/her 5th birthday. Parents should inform the Chair of Governors of this request at the time of application. An application must then be submitted in the usual way. This application will be treated in the same way as all other applications and ranked according to the oversubscription criteria. There is no guarantee that an offer will be made.



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 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, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2027.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places, up to the admissions number, will be offered to those living nearest to the school.

The school will adopt the LA's method of measuring distance between the school gate and the front door of the home address, using a computer to calculate the distance in a straight line. Where there are applicants living in flats at the same address, the distance will include the distance from the front door of the flat within the building, i.e., the flat nearest the main door of the building will have priority.

NURSERY ADMISSIONS

There is a separate admissions process for entry to the Nursery.

IN-YEAR ADMISSIONS

In year applications are made directly to the school. Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, the Local Authority (LA) will be informed, the on line Application Form and the Supplementary Information Form (SIF) will be completed and the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the Governing Board in accordance with the over-subscription 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 to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Board, in the order of the over-subscription criteria and not in the order in which the applications are received. The waiting list will be held open for at least one school year. When a place becomes available, the Governing Board will re-rank the list and make an offer.

APPEALS

Unsuccessful applicants will be given, on request, reasons relating to the over-subscription criteria listed above and advised of their right to appeal to an independent appeal panel. There is no right of appeal for Nursery applications.

The closing date for appeals of the decision not to allocate a place is 23rd May 2026 and must be set out on an appeal form available from the school. Other documents may be sent in support of an appeal but must be received no later than seven days before the hearing. Parents will be given ten school days' notice of the appeal hearing and be sent the school's reason for not allocating a place at least seven days before the

hearing. Appeal hearings will be heard within 40 school days of the deadline for appeal. The appeal panel will give its decision in writing, together with the reasons, to parents within ten school days of the hearing.



WAITING LIST

In addition to the right of appeal for school places, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. This waiting list will be held open for at least one school year. Applications held on the waiting list after one school year will be ranked according to the oversubscription criteria which is current at the time the waiting list is ranked.

PUPILS WITH 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. This procedure is integral in making and maintaining Statements by the pupil's home LA. Children with this school named in their EHC Plan will be admitted. Details of this separate procedure are set out in the SEND Code of Practice. Please see your Health Visitor and the Head Teacher for more information.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

<https://rcdow.org.uk/education/parents/>



NOTES (these notes form part of the over-subscription criteria)

'Parent'

the person or persons who have legal responsibility for the child.

'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 LA 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 the 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.

'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 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 laws of the Church.

'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.

'Christian'

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.



'Resident in the parish'

to be considered a resident in the parish, the applicant's address must be within the parish boundary line which is denoted on the Westminster Diocese parish boundary map – April 2003. This is the Parish of St Sebastian and St Pancras, Kingsbury Green, Hay Lane, Brent Deanery. A copy of this map is posted in the lobby of St Sebastian and St Pancras Parish Church. A copy is also available from the school, and it can be viewed online:

www.rcdow.org.uk/fileupload/sitebuilder_boundaries/Kingsburygreen

'Sibling'

includes step/half brothers or sisters living at the same address.

'Residential Address'

this is where the child lives for 50% or more of the school week.

'Distance from school'

means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. If distances are identical, the Governing Board will draw lots in the presence of an independent witness.