



Blessed Holy Family
Catholic Academy Trust

St George's Catholic Primary Voluntary Academy

ADMISSIONS POLICY 2027 - 2028

St. George's Catholic Primary Voluntary Academy was founded by the Catholic Church to provide education for children of Catholic families. 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 Academy Company 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 Admission Authority has set the school's Published Admissions Number ("PAN") at 60 pupils to be admitted to the reception year in the school year which begins in September 2027.

Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2026 and 31st August 2027.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster.

Applications will be ranked using the criteria listed below.

In this policy: *applicant* refers to the person making an application on behalf of a child;

candidate refers to the child on whose behalf the application is being made.

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. Catholic 'looked after' and previously 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children, who have a sibling at the school at the time of admission.
3. Baptised Catholic children who are resident in the Parish of St. George's, Sudbury.
4. Baptised Catholic children who are resident in other parishes.
5. Other 'looked after' and previously 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Catechumens and members of an Eastern Christian Church.
7. Any Non-Catholic children who have a sibling at the school at the time of admission.

8. Children of other Christian denominations whose application is supported by a baptismal certificate or a letter from their minister confirming membership.

9. Any other children.

EXCEPTIONAL NEED

The Admission Authority 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 child, which can only be met at this school.

MULTIPLE APPLICATIONS

The Admission Authority 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 PAN.

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 to the school as measured by the Harrow Local Authority (LA), such measurements being to the front gate of the school.

FAIR ACCESS

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 admission authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Admission Authority for the current school year. The Admission Authority has this power even when admitting the child would mean exceeding the published admission number.

APPLICATION PROCEDURE for 2027-2028

In order to make an application, you **must** complete a **Common Application Form (CAF)** online at www.eadmissions.org.uk. You **should** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Admission Authority 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 Mrs D Monaghan, Headteacher, St George's Catholic Primary Voluntary Academy, Sudbury Hill, Harrow, HA1 3SB, together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 15th January 2027 the Admission Authority will be unable to fully consider your application against the oversubscription criteria and your child may be ranked under the lowest criterion and this may affect your child's chance of being offered a place at the school.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St George's Dragons nursery **must** make a fresh application for reception.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Monday 17th May 2027.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2026, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). 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.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Admission Authority reserves the right to withdraw the place, even if the child has already started at the School.

IN-YEAR ADMISSIONS

Applications for In-Year admissions should be made to St George's Catholic Primary Voluntary Academy by contacting Mrs D Monaghan, Headteacher, St George's Catholic Primary Voluntary Academy, Sudbury Hill, Harrow, HA1 3SB, www.stgeorgesprimary.org. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Admission Authority in accordance with the oversubscription 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 of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Admission Authority in the order of the oversubscription criteria 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 Admission Authority will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory 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 2026.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

If a parent wishes his/her child to be educated outside his/her normal age group, they should make the school aware of this by writing a letter to the Chair of Governors by 15th January 2027. 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.

NOTES (these notes form part of the oversubscription criteria)

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 Admission Authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

'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.

'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.

'Sibling' means brother or sister and 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 home address as the child who is the subject of the application.
- (iii) A sibling relationship does not apply when the older child will leave before the younger one starts.

'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 with the Catholic Church.

For the purposes of this Policy this includes a looked-after child who is part of a Catholic family and in the process of adoption, where a priest's letter demonstrates that the child would have been baptised or received were it not for their status as a looked-after child.

'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.

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

'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.

'Resident' – 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.