



# ST. PATRICK'S CATHOLIC PRIMARY SCHOOL

## ST. PATRICK'S CATHOLIC PRIMARY SCHOOL

### ADMISSIONS POLICY for 2025– 2026

St. Patrick's is a Catholic Primary school in the Trusteeship of the Diocese of Westminster. It was founded by the Catholic Church to provide education for the children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the Diocesan Trust Deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

The school's mission "Growing in God's Love", reflects the Governing Body's aim to teach the faith and encourage practice, in partnership with families and carers.

All prospective parents and carers are welcome to visit the school before submitting an application. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic practice and doctrine 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 Governing Body has responsibility for admissions to the school and intends to admit 30 pupils to the Reception class in September 2025. This is the Published Admission Number or PAN for the school. Applicants whose children are attending the school's nursery must make a fresh application if they seek a place in the reception class. Children born between 1 September 2020 and 31 August 2021 may apply for September 2025 admission.

#### Application Procedures and Timetable:

To apply for a place at St. Patrick's, you need to complete and return **two separate forms** by January 15th 2025. If you are a practising Catholic, you should obtain a Certificate **of Catholic Practice** from the priest at the parish where the family normally worships. If you are a Christian of another denomination or practise another religion, you should complete the school's **Supplementary Information Form (SIF)** and provide either a certificate of baptism or a letter from your minister or religious leader confirming membership of the faith community. These forms should be returned in person to the school office, accompanied by the child's Certificate of Baptism and proof of residency.

You **must** also fill in a **Common Application Form (CAF)** (available online at the website of your Local Authority). Both these forms need to be completed and submitted by January 15th.

You will be advised of the outcome of your application on 16<sup>th</sup> April by a letter or an email from the Local Authority on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed below, and you have the right of appeal to an independent appeal panel.

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## CATHOLIC PRIMARY SCHOOL

**If you do not complete both the CAF and the SIF and submit them by the closing date, the governing body may be unable to consider your application fully against the oversubscription criteria and it is very unlikely that your child will get a place at the school.**

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent /carer making an application on behalf of a child applying for a place, and 'candidate' refers to the child for whom an application is made.

### OVERSUBSCRIPTION CRITERIA

Places in the school are awarded according to the criteria which follow.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic Children with a Certificate of Catholic Practice who are resident in the parish of Our Lady Help of Christians.
3. Baptised Catholic Children with a Certificate of Catholic Practice who are resident outside the parish of Our Lady Help of Christians.
4. Other Baptised Catholic children.
5. Other looked after children and children who have been adopted (or made subject to a "child arrangements order" or special guardianship orders) immediately following having been looked after.
6. Members of an Eastern Christian Church, supported by a certificate of baptism.
7. Christians of other denominations whose application is supported by a letter from their minister of religion confirming membership of the faith community, or by a certificate of baptism.
8. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of the faith community.
9. Any other applicant.

Levels of application have varied in previous years. For the past two years some children have been admitted under criterion 9, although in both years not all the children whose applications were considered under criterion 9 were admitted. It has depended on distance (see **Tie Breaker** section below).

### Exceptional Needs.

Governors will give top priority to an application in any category 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 medical, social, pastoral or other need of the child, which can only be met at St Patrick's School.

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## **Brothers and Sisters.**

In any category if an applicant child has a brother or sister who will be attending the school at the proposed time of admission, governors will give higher priority to that child than to children in the same category who do not have brothers or sisters at the school.

## **Twins.**

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.'

## **Tie Breaker.**

Where there are more applications than places in any of the above categories; priority within each category will be as follows;

- a) Exceptional social/medical needs
- b) Siblings in school
- c) Distance from school

The address given must be the one in which the child resides for 50% or more of the school week. Distance is measured in a straight line from the home address to the centre of the school using the Local Authority's computerised mapping system.

If two children reside in the same block, we would randomly allocate the place available.

**'Child arrangements order'**. A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

## **Appeals.**

Unsuccessful applicants have the right to appeal to an independent appeal panel. Appeals forms can be obtained from the school office, or from the Camden Education Authority, which is based 5 Pancras Square N1C 4AG.

## **Waiting List.**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the admissions criteria set out above, and not in the order in which the applications are received or added to the list. Names are normally removed after one year, unless applicants request in writing to remain on the list.



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## Children with an Education, Health and Care Plan.

The admission of children with an Education, Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Education, Health and Care Plans by the Local Authority where the child resides. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Children with this school named in their Education, Health and Care Plan will be admitted.

## Interpretation of terms used in the Admissions Policy and Admissions Criteria (these notes form part of the oversubscription criteria)

Certificate of Catholic Practice	A certificate given by the family's parish priest (or the priest in charge of the church where the family practises) 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 <a href="http://rcdow.org.uk/education/governors/admissions/">http://rcdow.org.uk/education/governors/admissions/</a>
Brother	Includes step-brother, half-brother and adopted brother, but they must be living at the same address to be considered as a sibling. A sibling relation does not apply when the older child will leave before the younger one starts.



## ST. PATRICK'S CATHOLIC PRIMARY SCHOOL

Sister	Includes step-sister, half-sister and adopted sister, but they must be living at the same address to be considered as a sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
"Looked after child" & adopted children	Has the same meaning as in section 22 of the Children Act of 1989, and means any child in the care of an English or Welsh local authority or provided with accommodation by them e.g. children with foster parents.
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 priest's reference 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.
Eastern Christian Church	Includes Orthodox churches and is normally evidenced by a certificate of baptism or reception from the authorities of that 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.



## ST. PATRICK'S CATHOLIC PRIMARY SCHOOL

<p>Children of other Christian denominations</p>	<p>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.</p> <p>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.</p>
<p>Children of other faiths</p>	<p>Means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:</p> <ul style="list-style-type: none"> <li>• A religion which involves belief in more than one God, and</li> <li>• A religion which does not involve belief in a God.</li> </ul> <p>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.</p>
<p>Exceptional Need.</p>	<p>To demonstrate exceptional social, medical or pastoral need which can be most appropriately met by this school, the Governing Body will require compelling written evidence from an appropriate professional such as a social worker, doctor or priest.</p>



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## **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, then the governors' will offer a place to the family. If more applications are received than there are places available, then applications will be ranked by the governing body 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 governing body 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 governing body will re-rank the list so that an offer can be made.**

## **Fair Access Protocols**

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

## **Reception Year Deferred Entry**

**Applications are invited for September 2025 from families whose child attains 4 years of age between 01/09/2024 and 31/08/2025.** Applicants may defer entry to the 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. Entry may not be deferred beyond statutory school age or beyond the year of application. 'Applicants may also request that their child attend part-time until statutory school age is reached'. 'Parents of children born in the summer term who wish to defer entry should note that entry to Reception can only be deferred until 1<sup>st</sup> April 2026'.



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