

St Agatha's Catholic Primary [Academy] School

Admission Policy 2025-2026

1. General

- [a] St Agatha's Catholic Primary School is an academy school in the Archdiocese of Southwark. We welcome families from all faiths and countries and we create a close-knit community that works together to support each other. Our Christian faith is central to every part of our lives and guides everything we do from the way we treat each other, how we look for every day opportunities to help those in need, and the example we give to those we meet.
- [b] The school is governed by a Body of Governors as part of the Catholic Church and in accordance with its Trust Deed and the Instrument of Government. This document reflects legal requirements. It is in your interest to read this document carefully together with the Local Authority Primary School Admissions booklet.
- [c] The school provides an inclusive education for children aged 3+ to 11 years and welcomes applications from all families who agree to support the ethos and values of the school.
- [d] Pupils will be admitted without reference to aptitude or ability. Governors have a non-discriminatory policy in relation to children with an Educational and Health Care Plan (EHCP).
- [e] The governing body has responsibility for admissions to St Agatha's and having consulted with the Local Authority, the Royal Borough of Kingston, and other admissions authorities, intends to admit 60 children to the reception class in the school year that begins in September 2025.

Notes: Admission to St Agatha's School does not guarantee admission to a Catholic Secondary School or Academy, who will have their own admission policy. If your child is offered a place this does not guarantee a place for future applications from siblings. The Admissions criteria will be applied in every case.

2. Co-ordinated Scheme for Admission Arrangements

It is recommended that you apply online by going to www.eadmissions.org.uk or www.kingston.gov.uk and select the Children, Schools and Family link together with the St Agatha's Catholic Primary School's **Supporting Documentation Form** which will be available from the school or to download from the school's website.

It is a statutory requirement to make only one offer of a school place to each applicant for a Primary place. Where an applicant qualifies for more than one school the offer will be decided by the home Local Authority according to the preference order of the schools as stated on the application form.

Please contact the school if you need any information or help in applying for admission.

Mrs Sharon Parsons
020 8546 3879
office@stagathas.school

3. 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. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted [see footnote 1]
2. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church will be required.
3. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted. [see footnote 1]
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Children of families who are members of other Christian denominations. Evidence of baptism (or dedication) will be required [see footnote 5]
6. Children of families who are members of other faiths, Churches and denominations. Evidence of Baptism (or dedication) or evidence of membership will be required.
7. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following

provisions will be applied.

- I. The attendance of a sibling [*see footnote 2*] at the school at the time of admission will increase the priority of an application in each category.
- II. A child whose parent is a member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- III. The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need [*see footnote 6*] of the child which makes St Agatha's school particularly suitable for the child in question.
- IV. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the Kingston Council's School Admissions computerised Geographical Information System [*see footnote 3*]. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2021. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the waiting list.

Definition of a Catholic

'In the context of school admissions Baptised Catholics include children who have been received into the Church, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

Footnote 1:

Definition of 'looked after children'

To qualify for the highest priority, currently looked after, previously looked after and international adopted previously looked after children are defined as:

- children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;
- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), were adopted internationally or became subject to a child arrangement order or special guardianship order.

Required evidence for a looked after child:

If you are applying for a child who is currently in the care of a local authority, you must:

- enclose a letter from the child's social worker which confirms that the child is currently subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) and has been placed with a foster carer or in local authority accommodation;
- or a current interim care order;
- or a current final care order.

Required evidence for a previously looked after child:

You must provide documentary evidence to show that that the child was in care immediately before the point when the adoption order, child arrangements order or special guardianship order was made, along with a copy of the relevant order. Please provide:

- A letter from the local authority where the child was previously in care stating the child was in care immediately before an adoption order, child arrangements order or special guardianship order was made and one of the following:
 - an adoption order (not adoption certificate) made under the Adoption Act 1976 or Adoption and Children's Act 2002, or
 - a child arrangements order settling the arrangements regarding the person the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act), or
 - a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989, or
- Equivalent international papers where the child was previously in care stating the child was in care immediately before an adoption.*

Footnote 2:

Definition of 'sibling'

Children who have a brother or sister, including a step, adopted, half-brother or sister or foster-brother or sister, living at the same address, a child who, is living as part of a family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being looked after by the authority and attending the school at the time when the child would be admitted

Footnote 3:

Definition of 'home'

Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

If you move after submitting your application, you must inform the School Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes. If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

Footnote 4:

Definition of Catechumen'

A person undergoing instruction into the Catholic Church prior to baptism and will normally be evidenced by a certificate of reception into the order of catechumens.

Footnote 5:

Definition of 'Other Christian Denominations'

Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

Footnote 6:

Definition of Social, Medical or Pastoral need

To demonstrate an exceptional social, medical or pastoral need of the child which can most appropriately be met by St Agatha's school, the governing body would normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

Date of Admission to the School for 2025-2026

If your child was born between **01 September 2020 and 31 August 2021** then they will be able to start reception class in September 2025.

Date of Birth	Autumn	Spring	Summer
01 September to 31 December	Full time	Full time	Full time
01 January to 31 March	*Full time [optional]	Full time	Full time
01 April to 31 August	*Full time [optional]	*Full time [optional]	Full time

In accordance with the School Admissions Code 2021 provision will be made for all children in the September following their fourth birthday.

Deferred Entry - Requests to delay entry to school in the same year (known as deferred entry).

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either request for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year but no later than they are statutory school age in the Reception year and attend full-time by April at the latest. If your child's entry is deferred, the school must hold your child's place. Once your child has been offered a place, please discuss your request to defer your child's entry, with the head teacher.

Admission outside of a child's normal age group

Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January of the year when children of the actual same age are due to start school.

Please provide reasons and since decisions will be made, based on available information, you may wish to provide professionally supported evidence to explain why your child should be considered to start school a year later than other children of their age. Each request and supporting evidence will be carefully considered and the educational, social and developmental reasons will be taken into account to arrive at a decision. Applying by the age appropriate deadlines will mean that in the event your request is refused, your child will still be considered for a place in their correct age group.

If the request is approved, you will be advised to re-apply in the following year and provide a copy of the decision as part of your application. Please note the decision to agree to year delay your child does not guarantee that a place will be available at the school for the following September as this depends on the number of applications for entry in that year and it is not possible to reserve a place. You will be provided with a response to your request before the primary offer date on 16 April, primary national offer day.

Later transfers may be permitted as part of a review of Educational and Health Care Plans where all parties are in agreement that this will be beneficial for the pupil concerned and where the school feels that it has the resources and ability to meet any identified needs of the child.

4. Procedures

The closing date for applications in the normal admissions round is **15 January 2025**.

1. To apply for a place at the school parents must complete and return two separate forms by the **15 January 2025**. Apply online via your **home local council**. You will be sent an email with a reference number to confirm that your application has been received. The **Supporting Documentation Form** is available on the school's website, by e-mail from the school office office@stagathas.school or by phone 020 8546 3879. Completion of the Supporting Documentation Form is not mandatory; however, if the Supporting Documentation Form is not completed, the governing body of the school will not be able to consider the application fully against the school's admission's criteria.
You are advised to keep copies of any forms before you submit them.
2. The **application form** is submitted to your Local Authority and the **Supporting Documentation Form** is returned to the school by the 15 January 2025.
3. You will be advised of the outcome of your application by a common offer date as specified by your local authority in their Primary Admission booklet for 2025.
4. The LA will only accept late applications and treat them as equivalent to applications received by the closing date if there are

exceptional circumstances to support why the application was late. Late applicants must provide documentary evidence to support why their application is late. Such request must be supported by a professional, for example, a doctor or social worker.

5. Late applications will be treated as published in your LA primary admission booklet. Any late applications made direct to any school on the application form will be forwarded to the LA immediately.
6. A child attending St Agatha's nursery **is not guaranteed a place** for the Reception class and nursery parents must apply in the same way as all other applicants.
7. The office staff will need to see Baptismal certificates. The registration forms and supporting documents **MUST be returned to the school office**. Copies of Baptismal certificates can be obtained from the Parish priest at the church where the Baptism took place.
8. The **application form must be submitted to your home LA** by the **15 January 2025**. Under co-ordinated admission regulations only one offer of a school place will be made to each applicant using the order of the preference stated on the common application form.
9. Appointments to visit the school can be made at any time by contacting the school.
10. There is one intake in September for the Reception classes and places are allocated annually. You should apply online by going to www.eadmissions.org.uk or www.kingston.gov.uk or your home Local Authority. Applicants are encouraged to complete the application form on-line.
11. Applications received after the closing date will be considered in accordance with your home LA published arrangements where an Application Form has been completed. It will not be possible to apply the oversubscription criteria.
12. Applicants will be notified on **16 April 2025** in line with the Local Authority timetable as to whether the Governors are able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the oversubscription criteria set out in this document.
13. The school admission's officer will keep a waiting list in rank order as identified by the published oversubscription criteria. Placing a child's name on the waiting list is not a guarantee that a place will become available. Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be held until a place is no longer required. We request that parents inform us in writing if they no longer wish to remain on the waiting list.
14. Parents should note that when the admission criteria has been applied to any new applicants **the rank position of children on the waiting list may change** to reflect a new applicant's position.

5. False Information

- a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- b) Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.
- c) Where a place or an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

6. Applications outside of the normal admissions round

Applications outside of the normal admissions round must be made to Kingston Schools Admissions. Any applications will be considered by the Governors Admission Committee using the criteria set out in this document in section 3. If all places have been filled, then parents will be offered the opportunity to place their child on the waiting list in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In-Year Admissions

In Year admissions must be made using Kingston's In Year Application Form available from Kingston School Admissions Department Tel: 020 8547 4610 or download a copy from <https://www.kingston.gov.uk/>, in addition the St Agatha's Catholic Primary School **Supporting Documentation Form** (available from the school or website) should be completed and returned to the school.

7. Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local

authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

8. Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

9. Appeals against the Governing Body's decision to refuse admission

- a) Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.
- b) Infant classes [YR to Y2] are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:
 - the admission of additional children would not breach the infant class size limit; or
 - the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied;or
 - the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals should be made to the Admission Appeal Clerk at the school address [see below]. Appellants have a right to make oral representations to the Appeals Panel.

The Clerk to the Governors
St Agatha's Catholic Primary School,
St Agatha's Drive
Kingston upon Thames,
Surrey,
KT2 5TY

St Agatha's Catholic Primary School

Supporting Documentation Form 2024-2025

Parents are directed to the relevant Local Authority Primary School Admissions Booklet for more details on the regulations for co-ordinated admission arrangements for Primary schools.

You should complete your home Local Authority common application form for your child, on which you are asked to name your preferred schools. This form is known as the Common Application Form. This form is returned to your home Local Authority by the **15 January 2025**. Each application is individually considered using the school's published admissions criteria. If your child meets the criteria for more than one of your preferred schools, you will be offered a place at your highest preferred school.

When you apply for a place at a Church school you are invited to complete a Supporting Documentation Form provided by that school, because Church schools need additional information to apply their admission criteria fairly. **This Supporting Documentation Form needs to be returned to the school by the 15 January 2025.**

It is important for you to complete all the information requested on this form. You are also asked to provide a copy of your child's baptismal certificate. You may provide any other information with this form that you feel would support your application. If you are a member of another Christian or World faith you will need to complete part 2 of this form.

Applicant Details	
Surname:	Address:
First Names:	Religion:
Date of Birth:	Date and place of Baptism:
	<i>Please provide a copy of the baptism certificate</i>
Parent 1:	Parent 2:
Name:	Name:
Contact No:	Contact No:

PART 1:

Admission: Sibling Criteria

Details of sibling/siblings who will still be attending St Agatha's Catholic Primary School at the time of admission.

1. Name:.....Date of Birth:
2. Name:.....Date of Birth:
3. Name:.....Date of Birth:

Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).

PART 2: To be completed only by priests/ministers of non-Catholic denominations or other world faiths.

Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it to school before the national closing date for primary admissions.

I confirm that this family are members of our faith community:

The family is not known to me:

Name of minister: _____

Denomination/faith: _____

Parish or faith community: _____

Address: _____

Tel.: _____

Signed: _____ Date: _____

Parish stamp or seal: