St. Edmund's Catholic Primary School

Hertford Road, Edmonton, London, N9 7HJ

Admissions Policy 2026 -2027

St Edmund's Catholic Primary School 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 Published Admissions Number (PAN) for the reception classes at St Edmund's is 60. The Governing Body is the admission authority and has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2026. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2025 and 31st August 2026.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with 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.

APPLICATIONS IN PREVIOUS YEARS

During the past 2 years the Governors have been pleased to offer places in all categories.

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' children and previously 'looked after children.'
2. Baptised Catholic children, who have a sibling at the school at the time of admission.(Refer to page 4 siblings)
3. Baptised Catholic children, who are resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
4. Other baptised Catholics.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders.
6. Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by either a certificate of baptism or a letter confirming membership from their Minister of Religion.

8. Children of other faiths whose application is supported by a letter confirming membership from their Religious Leader.
9. Any other children.

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

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

(ii) 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 after children in (i) above

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 Published Admissions Number ("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 Local Authority. (please see "Distance from school' page 4).

FAIR ACCESS PROTOCOL

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 admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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 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 Parents or Carers may ask us for the reasons and they will be informed of their right of appeal. They 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 offer a place according to the criteria.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except 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 all 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.

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 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 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.

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 there is no guarantee that an offer will be made.

APPLICATION PROCEDURE FOR PARENTS 2026-2027

In order to make an application, you **must** complete a**n online Application Form** from your local authority and submit it to them. 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, together with all other relevant paperwork required for your application to the Office Manager at St Edmund's Catholic Primary School, Hertford Road, Edmonton, London, N9 7HJ. If you do not complete both of the forms described above and return them by 15th January 2026, the admission authority will be unable to consider your application. If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the admission authority with the outcome of your application on or about 16th April 2026.

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. Closing date for appeals is the 20th May 2026.

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 are removed from the list after one year, unless applicants request 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. 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 final 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.

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.

'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 living with a family where at least one of the parents is Catholic.

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].

'Adopted' An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

'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’s Act 1989 s. 14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). These children are only given priority if they have been looked-after until the order is granted.

‘Parent’ means the adult or adults with legal responsibility for the child**.**

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) 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 of the Catholic Church. This definition includes a child in the process of adoption by a Catholic family who would have been baptised were it not for their status as a looked-after child.

‘Children of other Christian denominations’ means: children who belong to other churches and ecclesial communities which, acknowledging 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 of 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.

Definition of children of other faiths

“Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which fall 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.

‘Catechumen’ means a child who is 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.

‘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.

‘Distance from school’ All distances will be calculated by the London Borough of Enfield admissions IT system using ADDRESS-POINT. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.