

SS Peter & Paul
CATHOLIC PRIMARY SCHOOL



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'Learning Together, Achieving Together in Christ'

Admissions Policy 2027-2028

Last reviewed on:	July 2026	
Next review due by:	July 2027	
Approved by:	Governing Body	Date: July 2026

SS PETER AND PAUL CATHOLIC PRIMARY SCHOOL
ADMISSION POLICY
For the Academic Year 2027/2028
Children born between 1st September 2022 - 31st August 2023

Our Mission

**Learning Together, Achieving Together in
Christ**

Background Information

SS Peter & Paul is a Voluntary Aided Primary School in the trusteeship of the Archdiocese of Southwark. The school is conducted by its Governing Body as part of the Catholic Church, in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school. This Admission Policy has been drawn up by Governors in compliance with the Schools Admission Code 2021, which is available at www.gov.uk.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the Reception class in September 2027, up to 30 pupils without reference to ability or aptitude

Admissions procedure

Parents/carers must complete the Common Application Form available from the Local Authority either on-line or as a paper copy. The closing date for applications is **15th January 2027**.
Places will be offered on the national primary offer date of **16th April 2027**.

Criteria for allocation of places

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated below: -

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.
2. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
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.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Children who are baptised members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership will be required.

7. Any other children

Evidence required

- (1) For categories 1, 2 and 5, parents/carers need to provide evidence of reception into the Catholic Church or Eastern Orthodox Church. Generally, this would be a Baptismal Certificate.
- (2) For categories 1 and 3 Governors may request evidence of Adoption and of previous Looked-After status.
- (3) For category 4 evidence of enrolment in the catechumenate should be provided. Membership of the catechumenate, that is, being prepared for reception into the Catholic Church, will be verified by a Priest.
- (4) For category 6 parents/carers need to provide a baptismal certificate, certificate of dedication or statement of membership of the church concerned by the Priest/Minister.

Oversubscription Criteria

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- A. A brother or sister, residing at the same address, on the school roll at the time of admission. Evidence of the relationship may be required. The governors 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.
- B. The children of staff working at the school for a minimum of two years.
- C. Children for whom the school is particularly suitable on medical or social grounds. Written evidence must be provided by a qualified medical practitioner, educational welfare worker or social worker. The supporting evidence should set out clearly the particular medical and/or social reasons why SS Peter and Paul Primary School is the most suitable school and the difficulties that would be caused if the child has to attend another school. In respect of this, the governors will consider if the child's needs can only be met at this school solely upon the professional evidence provided.
- D.
 - (i) Distance from home to school measured in a straight line from the centre point of the child's residence to the school office door by Merton Local Authority using its computerised mapping system (GIS). Evidence of residence may be required.
 - (ii) In the unlikely event of the distance between two children's homes and the school being the same, then random allocation supervised by the LA will be used.

Additional Notes:

(1) Pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP). 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.

(2) In accordance with the Schools Admissions Code the Governors will admit over 30 pupils in the following exceptional circumstances: Twins and children of multiple births where one of the siblings is

the 30th child admitted, or children of Service Personnel admitted outside the normal admissions round.

(3) For the purposes of this policy, a baptised Catholic means a person baptised in one of the Latin or Oriental Rite Churches that are in union with the Bishop of Rome or a person received into the Catholic Church. (This also includes children of members of the Ordinariate of Our Lady of Walsingham).

(4) (a) A Looked-After child is a child who is in the care of a Local Authority or is being provided with accommodation by a Local Authority.

(b) Previously Looked-After children are children who were Looked-After but ceased to be so because they were adopted or became subject to a Child Arrangement Order or a Special Guardianship Order. This includes 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.

(5) Brother or sister refers to natural brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(6) Admission of children outside normal age group (refer to Other Applications on page 4)

Appeals

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 Appeals Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by 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:

- (a) the admission of additional children would not breach the infant class size limit; or
- (b) 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
- (c) 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.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until **31st August 2028** will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be re-ordered each time a child is added, according to the published oversubscription categories in operation at that time. Names will be removed from the waiting list at the end of the academic year. 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 list.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee in the event of there being any available places using the above categories. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Other Applications

Applications for places outside the normal admissions round should be made to the London Borough of Merton on an In-Year Application Form.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Reception year), applies also to succeeding years, subject to availability of places.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

Please note that, for children born between **1st September 2022 and 31st August 2023** parents must submit an application by **15th January 2027**

Parents who are seeking a place for their child outside of their normal age group, e.g., the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – **to Reception rather than year 1.**

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.