



Corpus Christi Catholic Primary School

Admissions Policy 2025-2026 (Outside the normal time of admission to Reception)

Corpus Christi Catholic Primary School is a voluntary aided 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. 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.

As a Catholic School, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school.

Oversubscription Criteria

Where the number of applications exceeds the number of places available, places will be offered using the following criteria in the order stated:

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 or looked after children in the care of Catholic families and 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 accompany the supplementary information form.
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 members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of other Christian denominations. Evidence of baptism/dedication will be required.
7. Children of families who are members of other faiths, Churches and denominations. Evidence of Baptism (or dedication) or evidence of membership will be required.
8. Any other children.

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

- i. A brother or sister on the school role 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 ranked within the school's admissions number.
- ii. A child whose parent is a member of staff who has been employed at the School for two or more years at the time at which the application for admission to the School is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iii. Social, medical or pastoral needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).

- iv. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the Local Authority using a computerised geographical information system. 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.

Notes:

- a. Catholics include members of the Ordinariate and the Latin and Oriental Rite churches that are in union with the Bishop of Rome.
- b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins).
- c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a 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. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission 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).
- e. A member of staff is defined as an employee who is on the school's payroll.

Admissions procedure

The Common Application Form (CAF) is required by the Local Authority. The school's Supplementary Form should be completed, evidence attached and received at the school. The supplementary form is not mandatory and is only required for those applying under Criteria 2, 4, 5, 6 & 7 of the policy. You are advised to retain a copy of the form and offers of places will be made by the Local Authority.

Education, Health and Care (EHC) Plan

The admission of pupils with an EHC plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of 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 an EHC Plan naming the school will be admitted without reference to the above criteria.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 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.

Infant classes 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:

- 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.

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

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 that is 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.

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 Admissions Code 2021. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group. More information can be found at <https://www.kingston.gov.uk/downloads/file/1681/rbk-fairaccess-protocol#:~:text=A%20parent%20can%20make%20an,place%20elsewhere%20via%20the%20Protocol>

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, will be maintained until at least 31st December of each school admissions year and list 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. 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 any available places, using the above criteria. 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.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.

In-year applications

Applications in-year for a place at the school must be made by contacting Kingston School Admissions (020 8547 4610 for details). The school's Supplementary Information Form should also be completed and returned to the school. This will enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as those listed above.

The School will make an offer of a place at the school on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the right of appeal and the opportunity of placing their child's name on the waiting list.

Archdiocese of Southwark
Corpus Christi Catholic Primary School
Chestnut Grove, New Malden, KT3 3JU

Supplementary Information and Declaration Form
(Outside the normal time of admission to reception)

Please complete and sign the form below to support our administrative process. Please ensure this form is returned to school with any additional evidence, e.g. baptismal certificate, prior to the national closing date for primary admissions.

NB You must also apply on line to the local authority in which you reside or contact their admissions office. PART 1
(To be completed by all parents or carers applying under Criteria 2, 4, 5, 6 & 7 of the policy. Without this information the governors will be unable to apply their admissions criteria.)

Surname of child: _____ Date of birth: (dd/mm/yy) _____

Christian/forename(s) of child: _____

Religion/Denomination: (eg Roman Catholic) _____ Boy Girl

Date and place of Baptism (if applicable): _____
Please provide a copy of the child's baptismal certificate.

Parent 1 - name: _____ Contact no. _____

Email address: _____

Parent 2 - name: _____ Contact no. _____

Email address: _____

Child's Home address: _____
_____ Postcode _____

Details of other children in the family who will still be attending Corpus Christi Catholic Primary School at the time of admission

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 (eg qualified medical practitioner, education welfare officer, social worker or priest).

I confirm that the information we have given on this form is accurate and truthful:

Signed: _____ Parent/carer Date: _____

PART 2 (To be completed only by priests/ministers of non-Catholic denominations or 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.: _____
Parish stamp or seal

Signed: _____
Date: _____