



# **St Anne's Catholic Primary School**

## **Admissions Policy - September 2025**

St. Anne's is a voluntary aided Catholic Primary School in the Diocese of Southwark in which Religious Education is at the heart of the curriculum. It is in the trusteeship of the Diocese. 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.

As a Catholic school, Catholic doctrine and practice underpins everything we do and it is essential that the Catholic character be fully supported by all families in the school.

The school exists primarily to serve the Catholic community; however, the Governing Body welcomes applications, subject to availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Responsibility for the admission of pupil's rests with the Governors who are the admitting authority, and, having consulted with the Local Authority and other admission authorities, will admit up to 30 pupils to the Reception Class in the school year, which begins in September each academic year.

The school provides primarily for children from practising Catholic families who live in the parishes of St Anne's, Vauxhall and St. Frances De Sales and Saint Gertrude's, Stockwell **within** the boundaries demarcated on the attached map.

Separate applications are required for Nursery and Reception places. **Admission to the nursery does not guarantee a place at the school the following academic year.**

### **Nursery**

Children will be admitted to the nursery at the beginning of the school year in which their fourth birthday occurs. The number of intended admissions each year beginning September 1<sup>st</sup> is twenty-six full-time equivalent places. Full-time places will be offered on the basis of local authority guidance.

### **Reception**

Children will be admitted for full-time schooling at the beginning of the academic year (that is September) in which they become of statutory school age (that is five years of age.)

### **Delayed admission requests for summer born children**

Please follow the link for advice to parents Summer born children – advice for parents [publishing.service.gov.uk](https://publishing.service.gov.uk)

Common Applications Forms are to be submitted by 15th January to the child's home borough and in addition to this, the school's Supplementary Information Form (SIF) needs to be completed and returned to the school by the same date.

Completion of the Supplementary Information Form is not mandatory; however, if the Supplementary Information Form is not completed, the governing board of the school will not be able to consider the application fully against the school's faith criterion without the submission of a Supplementary Form as part of the application process.

## How places will be allocated

The number of intended admissions each year beginning the 1<sup>st</sup> September is thirty (30). Pupils will be admitted without reference to ability or aptitude. 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 or looked after children in the care of Catholic families, looked after Catholic children who have been adopted or who have become the subject of a child arrangements order or guardianship order 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<sup>1</sup> children from practising Catholic<sup>2</sup> families<sup>3</sup> resident in the parishes of St. Anne's, Vauxhall and St. Frances De Sales and Saint Gertrude, Stockwell within the boundaries demarcated on the map. (see attached) This includes children of parents who are adherents to any of the Oriental Rite Churches<sup>5</sup> in union with Rome who are baptised and practising.
3. Other baptised Catholic children from practising Catholic families who reside outside the area specified above.
4. Other baptised Catholic children.
5. Looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and 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
6. Children that are formally enrolled in the catechumenate<sup>4</sup>
7. Children of parents who are adherents to any of the Oriental Rite Churches not in union with Rome who are baptised and practising.
8. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) and confirmation the family are members of the faith community will be required to be provided by a priest or minister of a designated place of worship'
9. Any other applicants.

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<sup>1</sup> In the context of school admissions "Catholic" children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and baptised children of members of the Ordinariate.

<sup>2</sup> "**Practising Catholic**" means Catholic children where at least one parent/carer and the children attend Mass weekly on Sundays and on Holy Days of Obligation as a central part of their lives and where the application is supported by a Catholic Priest. Prospective parents must meet with the Parish Priest to fill in the Priest's reference of commitment over the last 3 years. Applicants will be ranked in order of practice using information from the supplementary form.

<sup>3</sup> **Family** – a child's natural or adoptive parents or officially designated carers. This does not include grandparents or other relatives unless they are officially designated carers.

<sup>4</sup> **Catechumen** – member of the catechumenate of the Catholic Church (someone undergoing instruction prior to being baptised into the Catholic Church). This must be evidenced by a certificate of reception into the order of catechumens.

<sup>5</sup> "**Oriental Rite Churches**" –in union with Rome

**Alexandria:** Coptic, Ethiopian

**Antioch:** Malankrese (Sri Lanka), Maronite, Syrian

**Armenian:** Armenian

**Chaldean (Syro-Oriental):** Chaldean, Malabar

**Constantinople (Byzantine):** Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian.

## Over-Subscription Criteria

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following criteria will be applied in the order of priority set out below:

- I. The level of Catholic practice. (Please note the onus is on parents to provide up-to-date information to support the application at the time of consideration).  
Governors will take the following into consideration:  
Children whose families attend weekly Mass will be given priority over those who attend fortnightly; those who attend Mass fortnightly priority over those who attend monthly, those who attend monthly priority over those who attend occasionally those who attend occasionally priority over those who have only recently begun to attend Mass<sup>1</sup> etc; in the order specified on the Confirmation of Religious Practice form.
- II. Children with a brother or sister<sup>2</sup> attending the school at the time of admission.
- III. Those with special circumstances (medical, social or pastoral factors affecting the pupil or child's family). The Governing Body will require written evidence in such cases from any relevant professional at the time of the application.
- IV. Distance between home and school<sup>3</sup> measured by the shortest walking route. Where the last remaining place is to be allocated and two or more children are deemed to live the same distance from the school the place will be decided on the drawing of lots.

## 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 which will be reviewed after 31<sup>st</sup> December 2025. The waiting 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. Late applications will be slotted into any waiting list in accordance with how they meet the admissions criteria and distance regardless of date received.

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

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by an entirely separate procedure. The procedure is integral to the making and maintaining of EHCPs by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHCP naming the school will be admitted without reference to the above criteria. Those with an EHCP are admitted with in the pupil admission number (PAN).

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<sup>1</sup> **Most recently weekly** refers to families who have only begun to attend Mass regularly in the 12 months prior to the application being made.

<sup>2</sup> **Brother or sister** – children who live as brother or sister, including natural brothers and sister, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It does not include other relatives, e.g. cousins.

<sup>3</sup> **Distance from home to school** – this home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address. If parents/carers are separated and share custody of the child, the address given should be that of the parent/carers with whom the child spends most of the school week nights (Sunday to Thursday nights), which will normally be the address where child benefit is payable or where the child is registered with a GP. If the parent/carers making the application lives at a different address to the child, a letter of explanation should be attached. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

## **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 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.

## **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.

## **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 the school year; parents may also request that their child attends part-time until the child reaches compulsory school age. Delayed entry requests need to be made to the child's home borough in the correct year in the relevant admissions round, i.e. the chronological year group the child is due to start.

## **Admission of children outside their normal age group**

Parents who are seeking a place for their child outside of their normal age group, eg, 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 consider 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.

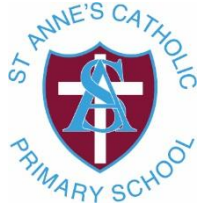
Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part 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.

## **In-Year Applications**

In-year applications are to be made directly to the school on the school's Supplementary Information Form (SIF) and the same admissions criteria is used.

## **APPENDIX**

Our school will follow the Lambeth Fair Access Protocols and admissions priority for children adopted from state care outside of England



**SUPPLEMENTARY INFORMATION FORM  
ACADEMIC YEAR 2025 – 2026**

Year group applying for.....

Child's Surname..... Child's name(s).....

Date of Birth..... Male..... Female.....

Home address.....

.....

Home telephone no.....

Church of Child's Baptism..... Date of Baptism.....

Mother's Name..... Religion.....

Email..... Mobile no.....

Father's name..... Religion.....

Email..... Mobile no.....

Names of siblings attending St Anne's school at the time of entry

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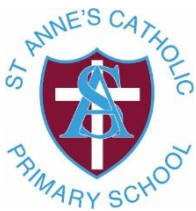
Any other information, relevant to admissions

Parent/Carers signature ..... Date.....

Confirmation of Religious Practice Form attached to be passed to your parish priest for completion.

**If applying for the next academic year for nursery or reception the closing date for receipt of this form is 15<sup>th</sup> January in the year you are applying.**  
*Please ensure that the following original documents are attached.*  
**Birth Certificate, recent Proof of address, Baptismal Certificate and Confirmation of Religious Practise Form from your priest.**

Please note that completion of this form does not guarantee a place in the school, you must also complete a Common Application Form (CAF) if applying for Reception year and ensure it is submitted to your LA on time.



When you have completed Part A of Confirmation of Religious Practise please pass to your Parish priest to complete Part B.

St Anne's Catholic Primary School, Durham Street, London SE11 5JA

**CONFIRMATION OF RELIGIOUS PRACTICE**

**PART A. TO BE COMPLETED BY PARENT:**

CHILD'S NAME:..... DOB:.....

Title(please circle): Mr Mrs Miss Ms		Title(please circle): Mr Mrs Miss Ms	
Surname		Surname	
Forename		Forename	
Address		Address	
Home Telephone No		Home telephone No	

**Details of Parish where you attend church**

Name of Church
Name of Parish Priest
Address of Church
Post Code
Telephone no

**GIVE THIS COMPLETED PART OF THE FORM TO THE PARISH PRIEST OF THE CHURCH IN WHICH YOU REGULARLY WORSHIP**

**PART B. TO BE COMPLETED BY THE PARISH PRIEST**

<b>I CAN CONFIRM THAT THIS FAMILY ATTEND MASS</b>	
Weekly	
Occasionally	
Irregular	

*From the 18th March 2020 through to the 5th June 2022 the Bishops of England and Wales suspended the obligation to attend Mass in England and Wales. As of the 5th June 2022, Pentecost, the Bishops will lift the obligation to attend Mass on Sundays and Holy Days. Parents applying for a place at St Anne's Catholic Primary School under a faith-based criterion, will need to complete a Supplementary Information Form. Evidence of practice will be measured by frequency of attendance at Mass as validated by either a priest or minister, as was the case prior to 18th March 2020. These arrangements apply to the admissions round for 2023 and subsequent rounds*

Signature of priest\_\_\_\_\_

**Parish Stamp**

Parish Address\_\_\_\_\_

Contact Telephone no:\_\_\_\_\_

Date: \_\_\_\_\_

**Completed form should be returned to the school office.**

<b>Date agreed by governing body on</b> 10 <sup>th</sup> December 2024	<b>Signature of Chair or Vice Chair</b> Chris Knowles
<b>Date agreed for review</b> Autumn 2025	<b>Frequency of Review</b> Annual
<b>Responsibility for Review</b> Full Governing Body	