# ST MONICA'S CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY 2026 - 2027

St. Monica'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 be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support to the aims and ethos of the school.

The **Governing Body** is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **60** pupils to **the reception year** in the school year which begins in September 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. A '***parent'*** is the adult or adults with legal responsibility for a child.

**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. baptized Catholic children with a Certificate of Catholic Practice*. Those who have a sibling* at the School at the time of application will be given priority within this category;

3. other baptized Catholic children. Those who have a sibling* at the School at the time of application will be given priority within this category;

4. other looked-after* children and previously looked-after* children;

5. children who are catechumens and children who are members of an Eastern Christian Church Those who have a sibling* at the School at the time of application will be given priority within this category;

6. other children who are not baptized Catholics and who have a sibling at the School at the time of application;

7. children of other Christian denominations whose application is supported by a letter from their minister/religious leader confirming membership of the faith community;

8. children of other faiths* whose application is supported by a letter from their minister/religious leader confirming membership of the faith community; and

9. any other children.

***Definitions:-***

***'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 an application to the School*

***'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 Governing Body) to have been in state care outside 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 must be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church,* ***presented at the time of application****.*

***'Adopted'*** *means a 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 to be included in this category.*

***'Special guardianship order'*** *means an order under the terms of the Children Act 1989, section 14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify to be included in this category.*

***'Certificate of Catholic Practice'*** *means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests* http://rcdow.org.uk/education/governors/admissions/.

***'Sibling'*** *means brother or sister, to include adopted brothers and sisters, half-brothers and sisters or step- brothers and sisters.*

***'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, which can only happen after the age of 7.*

*'****Eastern Christian Church****' includes Orthodox Churches and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.*

***'Christian',*** *for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.*

***'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 (Churches Together in Wales) 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.*

***'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 falls 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.*

**EXCEPTIONAL NEED**

The admission authority will give top priority within any category (after the appropriate category of looked-after children) to an application where compelling evidence is provided **at the time of application** of an exceptional social, medical, pastoral or other need **of the child**, which can only be met at this school. In such cases, evidence must be provided by an appropriate professional such as a doctor, priest or social worker.

**APPLICATIONS FOR TWO OR MORE SIBLINGS**

Where the *final* place is offered to a child who has siblings applying for a place in the same school year, those siblings will also be admitted.

**OUTCOME OF THE PREVIOUS YEAR'S APPLICATIONS**

Last year the School was oversubscribed: we received 159 applications for 60 places. 40 children from category 2, 3 children from category 3, 8 children from category 5, 3 children from category 6, 2 children from category 7 and 4 children from category 9 were offered a place, in accordance with the distance criterion.

**DISTANCE CRITERION**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to St Monica's Church, Stonard Road, Palmers Green. This distance is calculated by the Enfield Schools' Admissions Service IT system using ADDRESS-BASE PREMIUM. They calculate the distance (in a straight line, as the crow flies) from the central point of St Monica's Church to the front door of the candidate's home address. **'Home address' refers to the address at which the candidate 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.** The distance measure provides a national grid coordinate 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 ADDRESS-BASE

PREMIUM is such that each point will fall within the building at the address in question. 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.

## FAIR ACCESS

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 admissions round, the admission authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The admission authority has this power even when admitting the child would mean exceeding the published admission number.

## WAITING LIST

Unsuccessful applicants will be invited to place their child on the waiting list. This will be maintained by the admission authority in the order of the categories in the oversubscription criteria above and not in the order in which the applications are received. At the end of the academic year, the Local Authority will ask applicants if they wish their child to remain on the waiting list. Names will be removed accordingly. When a place becomes available, the admission authority will decide who is at the top of the list so that an offer can be made.

### RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school until compulsory 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 compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Applicants, therefore, whose children have birthdays in the summer term may defer only until the 1st April 2027.

### SUMMER-BORN CHILDREN

If applicants wish their summer-born child to start school in reception class in the September following his/her 5th birthday, they should submit an application in the normal way during the school year preceding that September. It will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## ST MONICA'S CATHOLIC PRIMARY SCHOOL - APPLICATION PROCEDURE

A. In order to make an application, you **must** complete an **application form** from the Local Authority in which you live. The form must either be completed online or a paper form obtained and returned as directed to the Local Authority (or to the School which will send it to the Local Authority). This application must include proof of the child's home address (see accepted proofs of address in the Local Authority Admissions booklet). The form should be submitted by 15 January 2026.

B. In order for applications to St Monica's School to be placed in the correct order of priority according to the oversubscription criteria set out above, you should also submit the following direct to the School by 15 January 2026*:*

(a) a **Supplementary Information Form (SIF)**; and
(b) Certificate of Catholic Practice (**if applicable; see paragraph C below**);
(c) proof of baptism (**if applicable**) – **only the original certificate marked with the parish seal can be accepted**; or
(d) a letter from a minister/religious leader confirming membership of a non-Catholic faith community.

**To be considered for inclusion within category 2, an application must include the SIF, a Certificate of Baptism in a Catholic church (or a Certificate of Reception into the full communion of the Catholic Church) and a Certificate of Catholic Practice.**

If you are applying on behalf of a looked-after or adopted child, you should provide evidence that confirms this.

Unless all applicable documents are returned to the school by 15 January 2026, the admission authority will be unable to consider your application fully and this may affect your child's chance of being offered a place.

C. Applicants applying under category 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the parish in which the family normally worships or from the Diocesan website. Parents should complete the top part of the form and then take it to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parents' duty to ensure that the CCP is submitted to the School in good time. The priest will sign this form only if he knows you.

D. The admission authority will meet during the spring term to rank the children in accordance with this Admissions Policy and its oversubscription criteria. The results of the ranking will then be sent to the Local Authority.

E. On or around 19 April 2026, letters will be sent by the Local Authority, on behalf of the admission authority, to the 60 children who are being offered places. All families who wish to accept this offer will be asked to confirm so in writing.

F. In addition, the School will write to all families who have been offered a place. Families who do not already have a child at the School and who wish to accept the

offer, will be required to show the School office **two proofs of the address on the application form**; one must be a council tax bill and the second must be a utility bill not more than three months old. This address must be maintained until the child's first day at school, unless the new address is no further from St Monica's Church than the address of the child at the furthest distance from the church to whom a place has been offered.

G. The School fully supports the stance taken by the London Borough of Enfield with regard to fraudulent or misleading information being given in order to secure a place. Evidence of fraud or intentionally misleading information will lead to any offer of a place being withdrawn.

H. If your child is not offered a place in reception class, he/she will automatically be placed on a waiting list. This list ranks the children according to the categories in the oversubscription criteria.

I. Unless there are exceptional circumstances and applicants can demonstrate a good reason (accepted by the admission authority) for not applying by the published deadline of 15 January 2026, late applications will not be considered until initial allocations have been made. As soon as the initial allocations have been made, all applications, whenever made, will be ranked solely according to the oversubscription criteria and placed on the waiting list. They will remain on the waiting list until the end of the 2026/2027 academic year. The Local Authority will write to applicants at the end of each academic year to ask if they wish to remain on the waiting list.

J. Applications on the waiting list are ranked according to the oversubscription criteria and NOT in the order in which they have been received. This means that a child's position on the reserve list is subject to change, depending on how subsequent applications are ranked.

K. All parents are strongly advised to apply to another school (or schools) as a place at St. Monica's can never be guaranteed in advance of the admission authority's consideration of applications.

L. The Admissions Policy will be posted on the notice board at St. Monica's Church, Stonard Road, Palmers Green.

**RIGHT OF APPEAL**

If your application for a place is unsuccessful, you may ask us for the reasons. These will be related to the oversubscription criteria listed above and you will have the right of appeal to an independent panel. Parents who wish to appeal must complete a form provided by the School Office, stating the grounds for their appeal, and return it by 19 May 2026 to the Headteacher, c/o St. Monica's Catholic Primary School, Cannon Road, Southgate, London, N14 7HE.

**PUPILS WITH AN EDUCATION, HEALTH & CARE PLAN**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details are set out in the Special Educational Needs Code of Practice. If your child has an EHCP, you must contact your local authority SEN

officer. Candidates with an EHCP on which St Monica's School has been named after completion of the statutory consultation process will be offered a place.

**CHANGE OF DETAILS**

If any of the details on either the Local Authority application form or the SIF change 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 form, the admission authority reserves the right to withdraw the offer of a place, even if the child has already started at the School.

**IN-YEAR ADMISSIONS**

Application for in-year admission is made by completing an application form from the Local Authority in which the child lives. This can be done on paper or online. The additional information described in Part B of the Application Procedure above should also be submitted to the School so that the application can be fully considered. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, the application will be ranked by the admission authority in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

Any offer of a place will be conditional on proofs of address being supplied. A council tax bill and utility bill no more than three months old will be required to confirm the address on the application form. For applications under oversubscription category 2, a new Certificate of Catholic Practice will also be required unless one was previously submitted and is less than one year old.

**CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for 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. Supporting evidence should be submitted to the Chair of Governors at the same time as the application. The admission authority will consider each case on its own merits and permission will only be given in exceptional circumstances.

This Policy replaces all those previously published.