



**St Anselm's Catholic Primary School**

# **Admissions Policy**

2025 - 2026

St Anselm's Catholic Primary School is a voluntary aided school, in the Diocese of Southwark. 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. 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.

Having consulted with the Local Authority, the Diocese and other admission authorities, the governors intend to admit into the reception class, in September 2025, up to 30 pupils, the published admission number (PAN), without reference to ability or aptitude.

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

1. Baptised looked after Catholic children and all previously looked after baptised Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Baptised 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, in possession of a Certificate of Practice and a baptism certificate. (See Note a, and appendix 1)
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. 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.
5. Children who are members of Eastern Orthodox Catholic 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 required.\*\*\*
7. Any other children.

**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. These over-subscription criteria will be applied to each category**

- i. A brother or sister 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.
- ii. Living in the parish of St Anselm's Church (see appendix 2)
- iii. Social, pastoral and medical 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 (eg qualified medical practitioner, education welfare officer, social worker or priest).

**iv. Children of members of staff.** The member of staff must be employed directly by the school (rather than an agency or a third party organisation) on at least a 0.6 fulltime equivalent basis. The member of staff must have been employed by the school for at least two consecutive, academic years at the time at which the application for admission to the school is made.

**v. Children in order of straight line distance from home to school, as measured by Wandsworth Council's Geographical Information System.** (The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random, by drawing lots.

a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome\*

*i Membership – Baptism or reception into the Church (Roman Catholic, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome). Evidence of baptism or reception should be in the form of a certified copy of the baptismal certificate or a letter of affirmation from a Catholic priest confirming baptism has taken place. The use of baptismal dates to distinguish between otherwise similarly qualified applicants are not to be used.*

*ii Practice – Attendance at Sunday Mass or Saturday evening vigil Mass (See Canons 1246-1248). Where schools are heavily oversubscribed with Catholic children, governing bodies may give a higher priority to children who are able to demonstrate their commitment to the faith in fulfilling their obligation by attendance at Sunday Mass or the Saturday evening vigil Mass. Governing bodies using this criterion should only seek information, which can reasonably be obtained. The parent should confirm practice via a signed diocesan Certificate of Practice.*

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 (eg 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.

e. 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 an 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 as a result of being adopted.

### **Admissions procedure**

The Common Application Form (CAF) required by the Local Authority and the Certificate of Practice should be completed no later than the national closing date for primary schools. The Certificate of Practice should be returned to the school. The Certificate of Practice is not mandatory and is only required for those applying under Criteria 2 of the policy. You are advised to retain a copy of the certificate, offers of places will be sent to parents by their home Local Authority on the common offer date.

### **Education, Health and Care (EHC) Plan**

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The 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, 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 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.

## 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 at least 31st December of each school year of admissions. 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. 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 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.*

## \*Churches in union with Rome

**Personal Ordinariate.** Baptised children of parents who are members of the Ordinariate, established under The Apostolic Constitution *Anglicanorum Coetibus* of 4th November 2009, are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

**\*\*Eastern Catholic (or Oriental Rite) Churches in union with Rome.** The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches.

1. Alexandrian liturgical tradition: 1. Coptic Catholic Church (patriarchate):

2. Eritrean Catholic Church (metropolia):

3. Ethiopian Catholic Church (metropolia):

2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite): 1. Maronite Church (patriarchate):

2. Syriac Catholic Church (patriarchate):

3. Syro-Malankara Catholic Church (major archepiscopate):

3. Armenian liturgical tradition: 1. Armenian Catholic Church (patriarchate):

4. Chaldean or East Syrian liturgical tradition: 1. Chaldean Catholic Church

2. Syro-Malabar Catholic Church (Major Archepiscopate):

5. Constantinopolitan (Byzantine) liturgical tradition: 1. Albanian Catholic Church (apostolic administration):

2. Belarusian Catholic Church (no established hierarchy at present):

3. Bulgarian Greek Catholic Church (apostolic exarchate):

4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):

5. Greek Byzantine Catholic Church (two apostolic exarchates):

6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):

7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):

8. Macedonian Catholic Church (an apostolic exarchate):

9. Melkite Greek Catholic Church (patriarchate):

10. Romanian Church United with Rome (major archiepiscopate):

11. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):

12. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):

13. Slovak Catholic Church (metropolia and an eparchy):

14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should not be considered as Catholic children. Please refer any queries to the Commission.

### **Children of other Christian denominations**

“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.

### **\*\*\*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 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’. Archdiocese of Southwark – Guidance on School Admissions Revised May 2023

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.

### **Ethnic Minority Chaplains**

#### **Appendix 4**

There are chaplains for the following nationalities or communities. Current names and addresses are listed in the Archdiocese of Southwark Directory: -

African Catholic Mission

Albanian: Kosovan

Brazilian

Caribbean

Chinese

Congolese

Croatian

Czech

Filipino

French (and all French-speaking nationals)

German

Ghanaian

Goan

Hungarian

Irish

Italian Mission

Kerala (Latin Rite)

Korean

Latin American

London Caribbean

Lithuanian  
Maltese  
Nigerian  
Polish  
Portuguese  
Romanian  
Slovak  
Slovenian  
Spanish  
Sri Lankan (Sinhalese language)  
SriLankan (Tamil language)  
Traveller, Gypsy and Roma communities  
Ugandan  
Vietnamese  
Zambian  
Zimbabwe

**Eastern Catholic Churches**

There are chaplains for the following Eastern Catholic Churches. Current names and addresses are listed in the Archdiocese of Southwark Directory: -

Belarussian Catholic  
Church Chaldean Catholic Church (Iraqi)  
Gheez Rite (Eritrea)  
Gheez Rite (Ethiopia)  
Kananaya  
Maronite Catholic Church (Lebanese and Cypriots)  
Melkite Rite  
Catholic Church (Palestinian)  
Syriac Catholic Church  
(Iraqi) Syro-Malabar Rite  
(Kerala) Syro-Malankara  
Rite  
Ukrainian Catholic Church



## ARCHDIOCESE OF SOUTHWARK

### CERTIFICATE OF CATHOLIC PRACTICE

**Details of child (for identification only)**

Full name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am [the child's parish priest] [the priest in charge of the Church where the child practices] [delete as applicable]

I hereby certify that this child is known to me and, to the best of my knowledge and belief, the child is a practising Catholic.

Priest's name \_\_\_\_\_ Position \_\_\_\_\_

Parish (or ethnic chaplaincy) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

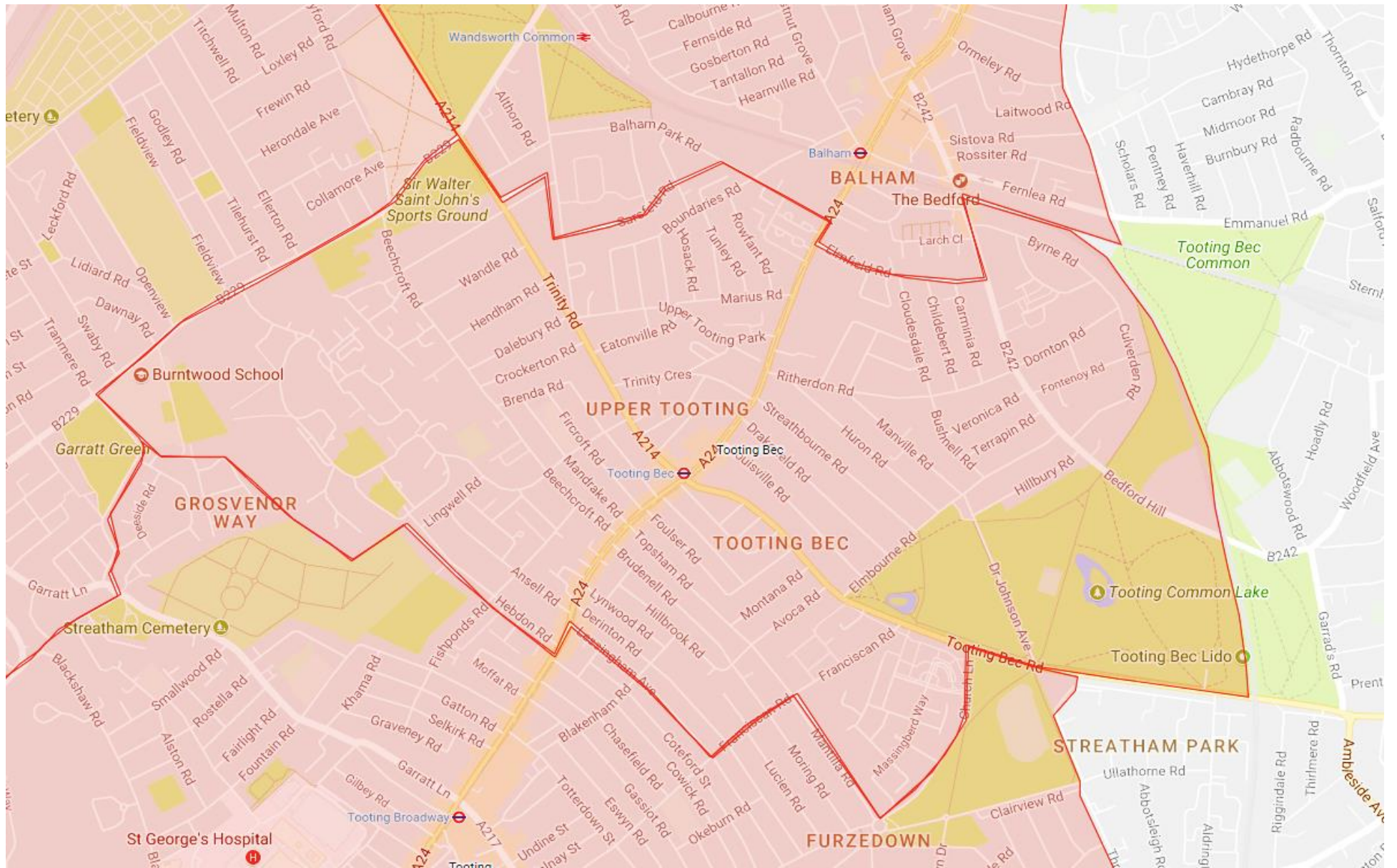
Priest's signature \_\_\_\_\_

Parish stamp or seal

Date \_\_\_\_\_



Appendix 2 St Anselm's Parish, Tooting Bec



Tooting Bec Parish Boundary

23rd October 1964

North: From the northern end of Aboyne Road the boundary runs north-eastwards along Burntwood Lane to Trinity Road, then southwards along and including Trinity Road to Broderick Road and along and including Broderick Road, southwards along and excluding St. James Drive, along, Sarsfield Road and Balham Park Road, across Balham High Road and along Elmfield Road and Bedford Hill to the railway line between Balham Station and Streatham Common Station.

East: Thence east and south-eastwards along and including this railway line to the point where it is crossed by Tooting Bec Road.

South: Thence westwards along Tooting Bec Road to Church Lane, south and south-west along Church Lane to Mantilla Road, north-west along and excluding Mantilla Road to Franciscan Road, south-west along Franciscan Road to Lessingham Road; then north-west along Lessingham Road to Upper Tooting Road, south-west along Upper Tooting Road to Hebden Road, northwards along and including Hebden Road to the southern boundary of Springfield Hospital.

West: Thence along the southern and western boundaries of Springfield Hospital to Aboyne Road, then along and excluding Aboyne Road to Burntwood Lane.

The boundary runs along the middle of all roads, paths and rivers unless otherwise stated.

Signed ..... *Alfred F. Gyllis* ..... Date ..... *3<sup>rd</sup> November 1964* .....

