

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

## ST BONIFACE RC PRIMARY SCHOOL

### GOVERNORS ADMISSIONS POLICY 2025 – 2026

*‘As a Catholic School we recognise our call to serve and contribute to our local and parish communities and to appreciate the broader multicultural /faith community in which St Boniface is situated.’*

St Boniface RC 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, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, 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.

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

2. Baptised Catholic children, **in possession of a Certificate of Catholic Practice.** Both a baptismal certificate or evidence of reception into the Catholic Church and the Certificate of Catholic Practice must be provided
3. Baptised Catholic children **who do not have a Certificate of Catholic Practice.** 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 enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
8. Any other children.

## Tiebreakers

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.

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

1.

Children with a sibling (*see note 4*) on the school roll at the time of admission. Evidence of the relationship may be required.

2.

Children of staff employed as teachers in the school. A maximum of up to three places may be offered to children of teachers who have been employed by the school for at least three consecutive years at the time at which the application for admission to the school is made.

3.

Living in the parish of St Boniface (Tooting), Our Lady of the Assumption (Links Road) or St Joseph's (Colliers Wood).

4.

Children with a professionally supported acute medical need or exceptional need for a place at the school, as decided by the Governing Body. (Applications made on acute medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give the reason why the child's condition or circumstances make it necessary for the child to attend the school, and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion.)

5.

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

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

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.)

**Note 1** Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

**Note 2** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014.

**Note 3** Families are defined as being the child's natural or adoptive parents or officially designated carers. It would not include grandparents or other relatives unless they are officially designated carers.

**Note 4** A sibling is defined as:

- a full brother or sister;
- a step/half brother or sister living at the same address;

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

- a child who is living as part of the family by reason of a court order;
- or a child who has been placed with foster carers as a result of being looked after by a local authority.

## Admissions procedure

The **Common Application Form** (CAF) required by the Local Authority and the Certificate of Practice should be completed and received at the school not later than 15 January 2025 which is the national closing date for primary schools. The **Common Application Form** is supplied by your **home local authority** which can be completed online. Wandsworth residents should apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk), or use the link from the council's website at [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions). If you cannot apply online, paper forms available from the admissions section of your local authority will be available.

The **Certificate of Catholic Practice** is not mandatory and is only required for those applying under Criteria 2. Parents are advised to retain a copy of the certificate. Offers of places will be sent to parents by their home Local Authority on 16 April 2025, 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.

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

## 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

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

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 31<sup>st</sup> 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

# St Boniface R C Primary School

Undine Street, Tooting, London SW17 8PP

Tel: 020 8672 5874

Email: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk) • Web: [www.stboniface.wandsworth.sch.uk](http://www.stboniface.wandsworth.sch.uk)



Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

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.*

## 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 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## Arrangement for visits for parents considering applying for the school

In October 2024 an Open Morning and guided tour of the school at work will be held for parents interested in a place for their child at St Boniface. After the date of the Open Morning, parents should contact the school and make an appointment to visit the school. Visits to the school do not form part of the formal admissions process.