



St Osmund's Catholic Primary School

Church Road • Barnes • London SW13 9HQ

Policy: Admissions Arrangements and Procedures Policy 2026/27

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Introduction

St Osmund's Catholic Primary School is an academy school within the Christ the Redeemer Catholic Education Trust. The school is conducted by its local 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. The governors also welcome applications from parents of children of other denominations, faiths and of no faith. Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Christ the Redeemer Catholic Education Trust is the admissions authority and has delegated responsibility for admissions to the governors of the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at **30 pupils** to the Reception year in the school year which begins in September 2026.

The governing body 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 ("PAN").

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

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

1. Baptised Catholic looked after and previously looked after children (see notes 2 and 3).
2. Baptised Catholic children who have a sibling in the school at the time of admission (see notes 3 and 7).
3. Other Baptised Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. All other children with a sibling in school at the time of admission (see note 7).
6. Children who are members of an Eastern Christian Church (see note 4).
7. Children of other Christian denominations and children of other faiths whose membership is evidenced by a certificate of Baptism or by a minister of religion or other religious leader (see notes 5 and 6).
8. Any other applicant.

In the case of oversubscription within each of any of the categories 2-8 above, places will be awarded in the following order of priority

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 9).
- (ii) Priority will be given within each category to children living closest to the school determined by the shortest distance. Proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured by Richmond Council using their geographical information system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be used witnessed by a person independent of the school.

Application Procedures and Timetable

To apply for a place at this school for Reception September 2025, you **must** complete and submit to your home Local Authority a **Common Application Form** via their online application process by **15th January 2026**. If you do not do this, your application cannot be considered.

You are also requested to complete the Supplementary Information (SIF) attached to this policy if you wish to be considered for a place under criteria 1, 2, 3, 6 or 7. The SIF should be returned to Admissions Officer at St Osmund's Catholic Primary School by hand, by post or email info@st-osmunds.richmond.sch.uk by **15th January 2026**.

Outcomes

You will be advised of the outcome of your application on **16th April 2026** or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Late Applications

Late applications will be administered in accordance with your home Local Authority Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

NOTE: The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Waiting List

If you are unsuccessful (unless your child gained a place at a school you ranked higher) you may ask the governors for the reasons. Your child will be automatically added to the waiting list. You may ask to be added to the waiting list even if you have been offered a place at a school you ranked higher. You also have the right of appeal to an independent admissions appeals panel. 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 waiting list.

This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term in the academic year of entry.

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.

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.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the admissions department at Richmond Council at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

For further details, please visit www.richmond.gov.uk or telephone 020 8891 7514

In-Year Admissions

Applications for In-Year admissions should be made through the Admissions Department at Richmond Council 020 8547 5569 (9am - 2pm)

Email: richmond.admissions@achievingforchildren.org.uk

You may also contact the school office for information on school places.

If a place is available and there is no waiting list, the child will be admitted. If a place cannot be offered at this time you will be offered the opportunity of being placed on the waiting list. The waiting list will be maintained by the Governors as set out above.

Notes (these notes form part of the oversubscription criteria)

1. Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A '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 the application to the school.

A '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 arrangement 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 of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. 'children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN 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.

6. 'children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above 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.

7. 'sibling' includes:
 - (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.
9. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or minister of religion.
10. A child's 'home address' refers to the address where the child 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.