

Admission arrangements for 2026 -27

St Mary's is an academy within the All Saint's Trust. Each school is conducted by the All Saint's Trust as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

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

Preference is given to Catholic children who provide a Baptismal Certificate from their usual place of worship. However, we warmly welcome and encourage applications from children of all faiths and backgrounds.

The **academy company** 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 30 pupils to **the reception year** in the school year which begins in September, 2026. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2025 and 31st August 2026.

Oversubscription criteria

If there are more applications than our published admissions number of 30 places, the Admission Authority will offer places in accordance with the following criteria, listed in order of priority:

1. Catholic looked after children and previously looked after Catholic children
3. Other Catholic Children
4. Other looked after children and other previously looked after children
5. Catechumens or members of an Eastern Christian Church.
6. Members of other Christian Churches whose practice is supported by a either a baptism certificate or a letter from their priest or minister confirming membership of the parish community.
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order:

- 1:** 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 within which the application is made.
- 2:** In each of the above categories, the presence of a brother or sister in the school at the time of admission will increase priority within that category, after children in Note 1 above

Where the admission of twins or all siblings from a multiple birth would cause the school to rise above its PAN (Published Admission Number), both twins or all of the siblings will be admitted where logistically possible. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 children per teacher, the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

Tie Breaker

Where all else is equal, higher priority will be accorded to the child living nearest to the school, the distance being measured by a straight line from the front door of child's house to the main entrance of school. Where there are applicants living in flats at the same address, the distance will include the distance from the front door of the flat within the building i.e. the flat nearest to the main door to the building will have priority. This distance is measured by the Local Authority.

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 carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Pupils with an Education, Health and Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Please ask the school for further information. Pupils with this school named in their EHC Plan will be admitted.

Application Procedures and Timetable for Reception 2026

All applicants must complete a local authority e-admissions form online from the local authority in which they live. Paper forms (Common Application Forms (CAF)) can be obtained from your LA and returned to your local authority by the annually published closing date. In addition to the online Local Authority Form you may also complete St Mary's Supplementary Information Form as follows:

St Mary's Supplementary Information Form (SIF): This is optional.

If completing, please fill in and return to St Mary's Catholic Primary School office by 15th January 2026. This form may be used in the event of oversubscription criteria 1,2,5 or 6.

The Supplementary Information Form (SIF) is obtainable from the school and the SIF is also available from the LA offices and the LA website (www.brent.gov.uk). You can collect the form from the school or contact the school and ask for it to be sent to you.

If you do not complete the CAF and return this by the closing date, the governing body may be unable to consider your application and this may affect your child's chance of being offered a place.

The closing date for applications will be 15th January 2026 and notification letters will be sent out by the Local Authority on behalf of the admission authority on 16th April 2026. This information is available from the Brent website www.brent.gov.uk. St Mary's abides by this timetable.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.

- 1a. If the application for a place in school is unsuccessful you have the right of appeal to an independent appeal panel.
- 1b. If you wish to appeal against non-admission please do so in writing to the Chair of the Governing Body, care of the school.
2. Appeals should be lodged by 24th May 2026. Appellants will receive at least 10 school days' notice of their appeal hearing date.
3. In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a 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. The waiting list will be held open for one school year.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. Where there is no waiting list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications 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.

Waiting List

This waiting list will be maintained by the admission authority in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list so that an offer can be made.

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 the power even when admitting the child would mean exceeding the published admission number.

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. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. The admission authority will consider each case on its own merits and permission will only be given in exceptional circumstances.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up 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. Therefore, applicants whose children have birthdays in the summer term may only defer until the 1st April 2026.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the

Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications

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

Notes (these notes form part of the over-subscription criteria)

An 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.

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 an 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 arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

"Parent" is the person or persons who have legal responsibility for the child.

'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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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.

"Sibling"

- (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 SFOA
- (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.

"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.

“Catechumen” means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

“Eastern Christian Church” includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“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 CYTÛN 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.