

OUR LADY OF GRACE CATHOLIC INFANT SCHOOL

Dollis Hill Avenue, London NW2 6EU

POLICY FOR ADMISSION TO THE INFANT SCHOOL FOR THE ACADEMIC YEAR 2027-28

Our Lady of Grace Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by The All Saints' 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

The Governors consider that the greatest pastoral benefit from going to a Catholic school is obtained by children who come from homes where the Catholic Faith is practised. Children who attend Mass regularly with their parents and who participate in the activities of the parish, will derive the fullest benefit from the complementary influences of home, school and parish.

At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity, therefore 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.

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 60 pupils to be admitted to the reception year in the school year which begins in September 2027. Children will normally be admitted throughout September according to the school's current induction procedures, unless an alternative arrangement is agreed with the Headteacher. Preference will be given to baptised Catholic children and a baptismal certificate will be required.

Parents are advised that there is no automatic transfer from the Nursery to the Reception class. All parents with a child in Nursery, who wish to, will have to apply for a place in Reception at the appropriate time.

Similarly, there is no automatic transfer from the Infant School to Our Lady of Grace Catholic Junior School. A new application must be made.

Applications for Reception and the Junior school will be processed through the local authority co-ordinated scheme, the timetable for which is outlined below.

OVER-SUBSCRIPTION CRITERIA

Where there are more applications than places available the admission authority will always give priority to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster and will make offers of places in accordance with the following criteria in order of priority. Applications in respect of:

1. Baptised Catholic looked after and previously looked after children (*see Note 1*).
2. Baptised Catholic children (*see Note 2*) who are resident in the parish of St Mary and St Andrew, Dollis Hill (see attached map).
3. Baptised Catholic children resident in other parishes (*see note 2*).
4. Other looked after and previously looked after children (*see Note 1*).
5. Catechumens* and members of an Eastern Christian Church (*see Notes 3 & 4*).
6. Children attending Our Lady of Grace Nursery
7. Children of other Christian denominations (*see Note 5*).
8. Any other children.

Multiple Applications: The admission authority 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 PAN.

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

- a. **Exceptional Need:** The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
- b. **Sibling:** The attendance of a sibling at Our Lady of Grace Infant School or Our Lady of Grace Junior School at the time of application will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.
- c. **Staff:** A child(ren) of a member of Our Lady of Grace Catholic Infant School who has been employed at the School for two or more consecutive years at the time of application will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) and (ii) above.

Tie Break:

Within each criterion, priority will be given to children that live closest to the school.

The distance from home to school will be measured by a straight line, from a point in the property to a point in the school determined by the grid references set by the Ordnance Survey.

The measuring system is an integral part of the admission software, uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

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 ("EHC"): The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. Details of this separate procedure is set out in the *SEND Code of Practice*. If your child has an EHC Plan you must contact your Local Authority SEN Officer. Children with this school named in their EHC Plan 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.

Application Procedure 2027-28: In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority either online or on paper and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person, by post or by email) to the School Office, Dollis Hill Avenue, London NW2 6EU (admissions@ologinfants.brent.sch.uk) together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15th January 2027**, the Governing Body will be unable to consider your application fully against the oversubscription criteria and *your child may not be placed in criteria 1-3 or 5-7, and this may affect your child's chance of being offered a place*. The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about **16 April 2027**. This information will also be available online.

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 2027.

Appeals: Parents of children who cannot be offered a place have the right of appeal to an independent panel and should contact the school as soon as possible for further information and an appeals form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by 26th May 2028.

Waiting List: Children's names will be placed on a Waiting List along with those who apply during the year or after the annual allocation of places has been made. This list will be maintained in the order of the over-subscription criteria set out above, and *not* in the order in which applications are received or added to the list. The Waiting List will be closed at the end of each academic year and will not roll over. Parents wishing to stay on the Waiting List will be required to submit a request in writing to the School.

In year Admissions: Applications must be made directly to the school using the school's own application form.

If more applications are received than there are places available then applications will be ranked by the governing body 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. This waiting list will be maintained by the governing body in the order of the oversubscription criteria 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 and will offer the place accordingly. The Local Authority will be informed of the offer as soon as it has been accepted.

Reception Year Deferred Entry: Applicants may defer entry to school up until statutory 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 deferment 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 statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2027.

Children Educated Outside their Normal Age Group (except Summer Born Applications for Reception): Any application for a child to be educated out of his/her age group will be considered by the admission authority on an individual basis and will only be granted in exceptional circumstances.

Summer Born Children: Parents may apply for children, born between 1st April – 31st August to start Reception in the September following their 5th birthday. The admission authority should be informed in writing by 15th January 2027 and an application made in the usual way. This application will be ranked with all other applications and there is no guarantee that an offer will be made.

Change of Details: If any of the details on either of your forms changes 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 of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Fair Access Protocols: 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 governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

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

1. 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 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.

1. '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 catholic 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 law of the Church.
2. '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.
3. 'Eastern Christian Church' includes orthodox churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church
4. "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 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 the 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 creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to work in the spirit of the above. All members of Churches Together in England and of CYTUN 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.
5. 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.
6. 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.
7. Siblings include half and step brothers and sisters and those who have been adopted who are living at the same address. Priority will be given to children whose siblings attend the Infant School over those with siblings at Our Lady of Grace Junior School at the time of application.