



# St Aidan's Catholic Primary Academy

Benton Road, Ilford, Essex. IG1 4AS

Tel: 020 8590 5223 Fax: 020 8503 8344 email: [admin@st-aidans.redbridge.sch.uk](mailto:admin@st-aidans.redbridge.sch.uk)



## Admissions Policy Reception 2024/2025

St Aidan's Catholic Primary Academy is situated in the Diocese of Brentwood.

The Trust Board of the Academy is responsible for determining and administering the policy relating to the admission of pupils to the Academy. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and its duty to the Academy and serving its relevant Catholic community.

In accord with the provisions of Regulation 49 of the Education (Academy Government) Regulations 1999, The Trust Board has delegated responsibility for determining admissions to its Admissions Committee.

Having consulted the LEA and others in accordance with the requirements of the law The Trust Board has set as its planned admission number 60 pupils for the academic year commencing September 2024.

The Academy primarily serves the parishes of St Cedd's, St Teresa's and SS Peter and Paul's (north of the High Road, Ilford).

Parents wishing to apply for a place for their child in the Academy year 2024/2025 must complete a Common Application Form (CAF) online available from 1st September 2023. The Common Application Form (CAF) must be completed online and submitted to the Local Authority, Lynton House, Ilford. This form may be completed on-line at [www.redbridge.gov.uk](http://www.redbridge.gov.uk) (using the link to eAdmissions) and submitted by the closing date as determined by the Local Authority which is the 15<sup>th</sup> January 2024.

If you do not live in Redbridge then you must apply via your Home Borough's website where you live by their closing date.

A Supplementary Information Form (SIF) available online at [www.redbridge.gov.uk](http://www.redbridge.gov.uk) or from St Aidan's website: [www.staidansacademy.org](http://www.staidansacademy.org) must also be completed and returned to the Academy by the closing date as determined by the Local Authority which is the 15<sup>th</sup> January 2024. Catholic families should request a Certificate of Catholic Practice from their Parish Priest. The documents (including a Baptismal Certificate) must be returned to the Academy by the closing date. Families of other faiths should complete the Other Christian Traditions and Other Faith Applicants Reference Form which is available on line at [www.redbridge.gov.uk](http://www.redbridge.gov.uk) or from St Aidan's website: [www.staidansacademy.org](http://www.staidansacademy.org). These documents should also be returned to the Academy by the closing date.

We would also expect that parents and carers applying for a place in the Academy would be sympathetic to the Catholic ethos of the Academy and wish that their child be taught in a manner based on that ethos.

For Parents/Carers who complete the Common Application Forms for the Local Authority but fail to submit to the Academy the Supplementary Form (SIF), Certificate of Catholic Practice or Other Faith Forms, the Admission Committee will automatically categorise the child under Category 8.

The closing date will be determined by the Local Authority as above. Late applicants will be considered in accordance with the admission criteria but after those submitted on time.

Pupils who are admitted to the Academy will enter the class in September 2024 as required by law. The Trust Board will not admit more than 30 pupils to any one Reception or Infant class.

### **Please note – Children from Nursery do not automatically transfer to Reception**

#### **Admissions Criteria**

The Academy's Admission Policy reflects its purpose of serving its relevant Catholic community. The following criteria are designed to acknowledge that responsibility of The Trust Board. Therefore, when considering applications, the Admissions Committee will apply the criteria fairly and in order of priority.

#### **Definitions**

'Baptised Catholic' means those baptised by a priest in communion with the See of Rome. The term "Practising" in relation to the Catholic Faith refers to obligations laid on Catholics by the Code of Canon Law, primarily that of the obligation to attend Mass on all Sundays and Holy Days of Obligation (Canon 1247).

Regularity will be confirmed by the issuing of a Certificate of Catholic Practice.

The term 'Looked After Children' refers to children in 'public care' within the meaning of the Children and Families Act 2014. This provision relates to children in the care of the Local Authority or provided with accommodation by a Local Authority Social Services Department, for example children in foster care. It includes children who have been adopted i.e. previously looked after but immediately after being looked after became subject to an adoption, residence order, child arrangement order or special guardianship order.

The Trust Board of St Aidan's Catholic Primary Academy will apply the following criteria fairly and equitably to all applications for places in the order of priority stated.

- 1 Looked after and previously looked after children.
- 2 Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parishes of St Cedd's, St Teresa's and SS. Peter & Paul's (north of the High Road, Ilford).
- 3 Baptised Catholic children with a Certificate of Catholic Practice who are resident in neighbouring parishes at the time of application.
- 4 Baptised Catholic children.

**The Governing Body having met its obligation to the Catholic community will offer any remaining places available to applicants of other faiths/other applicants.**

- 5 Baptised children of other Christian denominations at least one of whose parents practice in their faith by regular attendance at church services and whose application is supported by the appropriate Minister of Religion who must confirm their regular practice of their faith.
- 6 Baptised children of other Christian denominations.
- 7 Children of non-Christian denominations at least one of whose parents regularly practice in their faith and whose application is supported by the appropriate Minister of Religion who must confirm their regular practice of their faith
- 8 Any other applicants.

**Children with a Statement of Special Educational Needs/ EHC Plan:**

The law provides a separate process for the admission of children with a Statement of Special Educational Needs/ ECH Plan. The Academy will work in full co-operation with the appropriate agencies to ensure that children with a Statement of Educational Needs or ECH Plan which names St. Aidan's Catholic Primary Academy will be admitted to the Academy. Parents of children who have special physical and medical needs are invited to visit the Academy to meet the Headteacher and view the accommodation and resources available.

**In the event of over-subscription in the number of applications, then the Admissions Committee will offer places in the following order of precedence for each level of priority:-**

Children who:

- (i) Have a sibling at the Academy at the time of likely admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister or stepbrother or sister.
- (ii) Children of teaching staff who:
  - (a) Have been employed at the academy for two or more years at the time of application for the Academy place or
  - (b) The member of staff is recruited to fill a vacant post for which there is a skill shortage.
- (iii) Children who live nearest to the Academy, the distance measured from the child's home (or main entrance to flats) to the main entrance of the Academy, measured as the shortest walking distance by the Local Authority's geographical Information system. Those living closer to the Academy will receive the higher priority.
- (iv) Should there be more than one applicant for the final place living an identical distance from the Academy, the random allocation facility will be used from the Local Authority's system.

Further to the above, the Admissions Committee will keep a waiting list for admission to Reception classes of those children who have not been offered a place, and such a list will rank children in strict order of priority as determined above and will close on the 31st December of the year of admission. Applicants will need to re-apply.

Waiting lists will be adjusted to take account of late or in-year application. In Year Fair Access Protocol admissions will take precedence over those on the waiting list as required.

### **Additional Information:**

The parents of those children to whom the Admissions Committee have agreed to admit as pupils at the Academy will be informed in writing by the Local Authority and shall be required within two weeks to confirm acceptance of the offer of a place.

Parents of those children whose application for a place in the academy was unsuccessful will be informed, in writing by the local authority of the decision of the Admission Committee, the Admissions Committee's reasons for not offering a place and a description of the rights of the parents to lodge an appeal against the decision including details of how and to whom such an appeal should be lodged.

#### **Deferred Entry:**

Parents of children who are offered a place at the Academy before they are of compulsory school age may defer their child's entry until later in the academic year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's birthday, nor beyond the academic year for which the original application was accepted.

#### **Admissions of children outside of age group:**

Parents may seek a place for their child outside of their normal age group. Applications must be made at the same time as the main admissions round. The Admissions Committee will take a decision based on the circumstances of each case. The Admissions Committee will take the decision on the basis of the criteria as laid out in Section 2.17A of the Schools Admissions Code, 2014. The decision and the reasons for it will be notified to the parents within a week of the decision being made.