Mission Statement

We are a Catholic School.
We strive to be a sign of Christ’s presence in the world.
We follow Jesus.
Admission Arrangements and Criteria for the School Year 2020/21

Basic Information

1. Our Lady of Lourdes RC Primary School is situated in the Diocese of Brentwood and is maintained by the London Borough of Redbridge Local Education Authority.

2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and by the London Borough of Redbridge Local Education Authority and its duty to the school and the Catholic community.

The Governors believe that children from practising Catholic families where the faith is alive will benefit most from the education provided at Our Lady of Lourdes RC School. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria below.

3. The school primarily serves the parishes of Our Lady of Lourdes and St. Anne Line. For the purposes of the admissions criteria and procedure, the boundaries of the parish of Our Lady of Lourdes, and St Anne Line shall be as marked upon the map lodged in the school office or can be seen on the School’s website (appointments to view the map in school will need to be arranged in advance. Where there is a dispute regarding distance from residence the arbiter will be the London Borough of Redbridge.

4. Having consulted the LEA and others in accord with the requirements of the law, the Governing Body has set as its planned admission number 60 pupils for the school year commencing September 2020.

5 (a) Parents wishing to apply for a place in the school for their child in the school year 2020/2021 must complete a Common Application Form (CAF) available from 1st September 2019 from the Local Authority and return it by the date determined by the Local Authority in accordance with the Co-ordinated Admissions Scheme. Applications can be made via the London Borough of Redbridge website at www.redbridge.gov.uk and using the link to eAdmissions. It should be carefully noted that all applications must be submitted on these forms and all applications will be considered at the same time.

5 (b) In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

6. Pupils who are admitted to the school will enter the reception class(es) in September 2020. As required by law, the Governing Body will not admit more than 30 pupils to any one reception or infant class.

Criteria

The School’s admissions policy should reflect its purpose of serving its relevant Catholic community. The following criteria are designed to acknowledge that responsibility of the Governing Body. Therefore, when considering applications, the Admissions Committee will apply the following criteria in order of priority.

The Governing Body of Our Lady of Lourdes RC Primary School will apply the following criteria fairly and equitably to all applications for places in the order of priority stated.

1. Looked after and legally adopted children, including previously looked after children (Schools Admissions Code para 1.7).
The term “Looked After Children” refers to children in “public care” within the meaning of s22 of the Children’s Act 1989. This provision relates to children in the care of the Local Authority or provided with accommodation by a Local Authority, Social Services Dept., e.g. children with foster parents.

2. Baptised Children, where at least one parent is a practicing Catholic, who are resident in the Parish of Our Lady of Lourdes.

3. Baptised children, where at least one parent is a practicing Catholic, who are resident in the Parish of St. Anne Line.

4. To children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage and to children of staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance.

5. Baptised children, where at least one parent is a practicing Catholic, who are resident in other parishes at the time of application.


7. Baptised children of other Christian faiths, with at least one parent practising in their faith and whose application is supported by the appropriate Minister of Religion.

8. Baptised children of other Christian faiths, with at least one parent practising in their faith but whose application is not supported by the appropriate Minister of Religion.

9. Non baptised children who are resident in the Parish of Our Lady of Lourdes.

10. Non-baptised children who are resident outside the Parish of Our Lady of Lourdes.

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

(i) Children who have a sibling at the school at the time of likely admission (sibling refers to brother or sister, half brother or sister, adopted brother or sister or step brother or sister).

(ii) The shortest measured walking distance from the child’s home to school, using public roads and footpaths, is used to give priority to applicants.

(iii) In the event of there being a tie regarding our admissions criteria, there will be a lottery tie break undertaken by the Local Authority with a member of Our Lady of Lourdes Admissions Committee present.

Regularity of Mass attendance by at least one parent (as determined by the Code of Canon Law primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247)) will be a determining factor in the prioritisation of applications. Regularity will be determined by the Certificate of Catholic Practice.

Certificate of Catholic Practice’ means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued

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by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests (http://www.dioceseofbrentwood.net/departments/education/resources/). In accordance with the above teaching, a priest will confer the status of practiseing Catholic, where a child has been baptised in accordance with the teachings of the Church, and where compliance with the Sunday obligation is the established practice of the child, and their family.

**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 Education Needs or Educational, Health and Care Plan. The school will work in full co-operation with the appropriate agencies to ensure children with a Statement of Educational Needs which names Our Lady of Lourdes RC Primary School, will be admitted to the school.

**Deferred Entry:** Admission authorities must allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child’s entry until later in the school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent/carer would not, however, be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the original application was accepted. Requests to defer entry must be in writing to the Headteacher.

**In-year Admission:** Applications for in-year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available, applications will be ranked by the Governing Body in accordance with the admissions / oversubscription criteria above. Applicants will be notified of the outcomes by the Governing Body.

**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.

**Waiting list:** A waiting list is maintained for each year group. These are maintained throughout the year and are rolled forward at the start of each new academic year. Vacancies are notified weekly to the London Borough of Redbridge who make offers of vacant places on our behalf. The school will accommodate both / all twins / multiple births if we admit one.

**Additional Information**

1. The parents of those children whom the Admission Committee have agreed to admit as pupils at the school will be informed, in writing, by the Local Authority in accordance with the Co-ordinated Admissions Scheme. Last date for offers to be accepted by parents will be determined by the Local Authority in accordance with the Co-ordinated Admissions Scheme.

2. The parents of those children whose application for a place in the school was unsuccessful will be informed, in writing by the Local Authority in accordance with the Co-ordinated Admissions Scheme with reasons for the Admissions Committee’s not offering a place and a description of the rights of the parents to lodge an appeal against the decision including detail of how and to whom such an appeal should be lodged.

3. Applications received after the deadline will be considered in accordance with the admissions criteria, but after those submitted on time.