



Admissions Policy 2025-2026

**Diocese of Westminster
London Borough of Enfield**

MISSION STATEMENT

‘Our Parish School of Our Lady of Lourdes welcomes everyone in the community to share with us the joys of our Catholic Faith.

We worship, learn and play together in the love of Jesus, helping one another to become the people God has created us to be.’

Our Lady of Lourdes Primary School is a Catholic School that was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its 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 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. 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 a Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admission Number at 30 children for the school year which begins in September 2025. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2024 and 31st August 2025.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school’s PAN.

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

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. (This used to be called Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs 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 will be admitted to the school.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
2. Baptised Catholic children who live within Our Lady of Lourdes parish with a brother or sister in the school at the time of admission (see notes 6, 7 and 13);
3. Baptised Catholic children with a brother or sister in the school at the time of admission;
4. Baptised Catholic Children whose parent has been an employee of the school for at least 2 years at the time of application;
5. Baptised Catholic children who live within Our Lady of Lourdes parish with no brother or sister in the school at the time of admission;
6. Other Baptised Catholic children (see note 6);
7. Other 'looked after' children and previously 'looked after' children (see notes 2-5);
8. Catechumens and members of an Eastern Christian Church (see note 8 & 9);
9. Children without a baptism certificate whose parent has been an employee of the school for at least 2 years at the time of application;
10. Christians of other denominations whose application is supported by either by a certificate of baptism or by a letter from a minister confirming membership of the faith community;

11. Any other children.

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

- i. The Governing Body will give top priority, within a category, 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.
- ii. Priority within categories 6, 7, 8 and 9 (after i. above) will be given to applicants with a brother or sister in the school at the time of admission.

Applications in previous years

In recent years, governors have been able to offer places to all Catholic applicants and have also offered places up to criterion 11. The school welcomes applications from all categories listed above.

Tie Break

Priority within each category will be determined, if necessary, by proximity of the child's home (where he/she resides for 50% or more of the time as at the date of the Application with at least one parent or guardian who has legal responsibility for him/her) to a mid-point in the school as confirmed by the local authority (the LA). All distances will be calculated by the LA's admissions IT system using ADDRESS-BASE ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-BASE ® is such that each point will fall within the addressed building. In the event of a number of candidates being the same distance from the school, a lottery will be used to offer places. This will take place in the presence of an independent witness.

Applications Procedures and Timetable for Admission to Reception Class, September 2025

To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority. 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 your SIF to the school 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 2025**, the Governing Body will be unable to consider your

application against the oversubscription criteria and your child will be ranked under the lowest criterion.

The School's Supplementary Information Form (SIF) should be submitted by **15th January 2025** to The School Office, Our Lady of Lourdes Catholic Primary School, The Limes Avenue, New Southgate, London N11 1RD.

You will be advised of the outcome of your application, on or about 16th April 2025. This information will also be available online for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the School Office as soon as possible for an appeal form on which you must list your reasons for making an appeal. The deadline for appeals will be Friday 23rd May 2025.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Reception year deferred entry

A child is entitled to a full-time school place in the September following his/her 4th birthday. 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 until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. 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. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

Part-time attendance

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to 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 his/her normal age group e.g. if the child is gifted or 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 - 31st August, may request that the child be admitted out of his/her normal age group, starting Reception at 5 years of age. Any such request should be made in writing to the Chair of Governors.

The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission for delayed entry is made.** If permission is received then the parents will make their admission application for the year in which they wish their child to start school. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

Waiting lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The 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 year and will be held open until 31st August 2026 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

In-year applications

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting the School Office. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. If a place cannot be offered at this time then you may ask for the reasons and you will be informed of your right of appeal to an independent panel and your child will be placed on the waiting list.

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 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 Local Authority 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.

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.

NOTES (These notes form part of the oversubscription criteria)

PLEASE NOTE:

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **“Looked after child”** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of the 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 a special guardianship order.
3. **“Adopted”** An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.
4. **“Child Arrangements Order”** A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
5. **“Special Guardianship Order”** A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately before the order is made qualify in this category.
6. **“Catholic”** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a child by a Certificate of Baptism in a Catholic church or a

Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised where it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.

7. **‘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.

8. **‘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.
9. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
10. **‘brother’ or ‘sister’** includes:
- i. All natural brothers or sisters, half-brothers and sisters, adopted brothers or sisters, stepbrothers and sisters, foster brothers and 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 address as the applicant.

11. **‘Parent’** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
12. **‘Resident’** - 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.
13. **“Parish Boundaries”** - for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2025-2026.

These criteria apply to *all* applications for places in Our Lady of Lourdes Catholic Primary School, The Limes Avenue, New Southgate, London, N11 1RD.

A map of Our Lady of Lourdes parish is attached.

These criteria, conditions and requirements replace all those previously published in respect of applications for a place at our School, starting after 31st August 2025.