



ENGLISH MARTYRS CATHOLIC SCHOOL Diocese of Westminster

Admission Policy 2023-2024

Mission Statement: 'We are special people on a journey, growing and learning together, in search of excellence, as we follow in the footsteps of Jesus.'

Community Prayer: "Let us pray for one another, no matter what our culture, nationality, disability or gender, let us all be one in His name."

Values: Love, Respect, Honesty.

English Martyrs is a Catholic Primary School in the Trusteeship of the Westminster Diocese and is intended for the education of Catholic children. 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 is 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 Published Admissions Number (PAN) for the Reception class at English Martyrs is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2023. Applications for September 2023 are invited from families whose child reaches his / her 4th birthday between 1st September 2022 and 31st August 2023.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below.

Nursery Children

Parents of children attending English Martyrs Nursery must make a fresh application for the Reception Class. Applicants should be aware that Nursery education is a non-statutory service, and that accordingly a child's attendance in English Martyrs Nursery Class does not guarantee a future place in the Reception Class.

Over-subscription Criteria

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

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Children who are baptised Catholics with a Certificate of Catholic Practice and who live in the Parish of English Martyrs Church.
3. Children who are baptised Catholics with a Certificate of Catholic Practice and who live in the Parish of St. Patrick's Church.
4. Children who are baptised Catholics with a Certificate of Catholic Practice and who live in neighbouring parishes which are within **Boundary 1** as listed below.

1. St. Anne's Church	4. St Mary Moorfields – City of London
2. Holy Trinity – Southwark	5. St. Mary & St. Michael's
3. Our Lady of Saletta - Southwark	

5. Children who are baptised Catholics with a Certificate of Catholic Practice and who live in neighbouring parishes which are within **Boundary 2** as listed below

1. Our Lady of the Assumption	3. Our Lady's Limehouse
2. English Martyrs - Southwark	4. St. Monica's - Hackney

6. Children who are baptised Catholics with a Certificate of Catholic Practice and who live in neighbouring parishes which are within **Boundary 3** as listed below.

1. St. Mary and St. Joseph	2. Church of the Holy Name and Our Lady of the Sacred Heart - Bow
3. Our Lady & St. Catherine of Sienna	

7. Other baptised Catholics with a Certificate of Catholic Practice.
 8. Any other baptised Catholic.
 9. Other 'looked after' children and other children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
 10. Catechumens and members of an Eastern Christian Church.
 11. Children who are Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their minister confirming membership of the faith community.
 12. Children of other faiths whose application is supported by a letter from their faith leader confirming membership of the faith community.
 13. Any other children.

The Governors will give top priority within a category to children where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school, as opposed to any other. Written evidence will be required from an appropriate professional such as a priest, doctor or other qualified person.

Within each criterion priority will be given to children who have a sibling at the school at the time of enrolment.

Where the final place is offered to a child who has other sibling/s applying for a place in the same year group, the sibling/s will also be admitted.

Distance tie-break

In the event of oversubscription within any of the categories above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised Ordnance Survey map is used to measure the distance from the home address to the Scarborough Street entrance to the school. The distance is measured from the centre point of the address to the centre point of the main entrance of the school, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take account of the location of pedestrian crossing points. In the case of equidistance from the school the place will be offered following random allocation which will take place in the presence of an independent witness.

The Boundaries Map showing the Parishes in Tower Hamlets will be used to determine parishes, and is available for parents to view from the school office or from the parish office.

Applications must be supported in all cases by proof of Date of Birth and in the case of Catholics and members of Christian denominations a Certificate of Baptism or Certificate of Reception and proof of residential address. For those Christians who do not practise infant baptism a letter from the minister confirming membership of the Church will be required.

Information about applications in previous years

In 2018 the school was oversubscribed. We received a total of 89 applications for 30 places. The school received 0 applications for a place in category 1. 20 applicants in category 2 were offered places, 10 applicants in category 3 were offered places. No other applicants were offered places.

In-Year Admissions

Applications for In-Year admissions are made online with the London Borough of Tower Hamlets who co-ordinate our Admissions (a SIF needs to be completed via the school). 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, (with the following modifications; Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic "looked after" children; similarly, other children without an offer of a school place are given priority immediately after other "looked after" children). 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. The waiting list will be maintained by the governing body in 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.

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 deferment is requested. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Parents of children born on or after 1st April 2019 can only defer until 1st April 2024.

Part-time Attendance

Applicants who choose for their child to attend part-time until compulsory school age is reached should notify the school of this as soon as they receive an offer of a place.

Summer Born Children

Parents who wish their child born between 1st April – 31st August 2019, to start Reception in the September following his/her 5th birthday should inform the school of this in writing at the time of application. The application should then be made in the usual way. It will then be ranked with all other applications and there is no guarantee that an offer will be made.

Children who are educated outside their chronological age group (except summer born applications for Reception).

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application e.g. September-December 2022. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applicants and no further exceptions will be given.

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 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.

Application Procedures and Timetable 2023-2024

In order to make a full application for a place in this school you should complete and return **the following separate forms** by 15th January 2023.

1. Those applying under criteria 2 – 8 and 10 – 12 should complete a SIF, Supplementary Information Form, which is available from the School Office and from the London Borough of Tower Hamlets Children's Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. It should be returned to the Senior Administration Officer, English Martyrs School, St Mark St., London E1 8DJ.
2. Visit the e-admissions portal on the Tower Hamlets website to complete the Common Application Form (CAF) or fill in a paper CAF, which is available from the London Borough of Tower Hamlets. It

should be returned to Children's Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. Applicants who are not residents of the London Borough of Tower Hamlets must obtain a CAF from and return it to their home Local Authority.

3. Those applying under criteria 2 – 7 should obtain a Certificate of Catholic Practice which is available from the priest at the parish in which you worship or from the Diocese of Westminster website at www.rcdow.org.uk.

If you do not complete both the SIF and the CAF and return those by the closing date 15th January 2023, the Governing Body may be unable to consider your application fully against the over-subscription criteria and it is very unlikely that your child will be offered a place in the school.

You will be advised of the outcome of your application on the 18th April 2023, initially by a letter from the London Borough of Tower Hamlets on our behalf.

Right to Appeal

If you are unsuccessful you may ask us for the reasons related to the oversubscription criteria listed above. You have the right of appeal to an independent appeal panel and should notify the school in writing by 25th May 2023 giving notice of your intention to appeal.

Waiting Lists

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the lists. Names are normally removed from the waiting list after one year.

Pupils with an Education, Health and Care Plan

The admission of pupils with Education, Health and Care Plans (EHC Plans) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the DfE Special Educational Needs Code of Practice. Children with this school named in their EHC Plan will be admitted.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of a 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.

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

Applicant means the parents and /or carers submitting the application for a place on behalf of a child.

- "**Parent**" is the person or persons who have parental responsibility for the child.
- "**Home Address**" is where the child lives for more than 50% of the school week.
- "**Catholic**" means a member of a Church in full communion with the See of Rome. This includes Eastern Catholic Churches. This will normally be evidenced by a certificate of Baptism in a Catholic Church or a Certificate of Reception into full communion of the Catholic Church.
- "**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 for 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 holy days 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 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 <https://rcdow.org.uk/education/governors/admissions/>.

- “**Catechumen**” means 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 denomination**” means 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 creedal 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 of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership

- “**Definition of children of other faiths**”
Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

- “**Adopted**” means all children who have proof of adoption.
- “**Looked after children**” means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster parents) (Children Act 1989 section 22).
- “**Child Arrangements Order**” means a child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.
- “**Special Guardian Order**” means a special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).
- “**Sibling**” means brother or sister, to include adopted brothers and sisters, half-brother and sisters or stepbrother/sisters who permanently resides at the same address and for whom the parent also has parental responsibility.