St Antony's Catholic Primary School

Admissions Arrangements & Criteria 2026/2027

Mission Statement

God is at the heart of our school.
With the help of our community, we will strive to learn,
love and achieve.

ADMISSIONS ARRANGEMENTS AND CRITERIA FOR ADMISSION IN 2026/2027
St. Antony's Catholic Primary School

Introduction
St Antony's Catholic Primary School was founded by the Catholic Church to provide education for Children of Catholic families. 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 Jesus Christ.

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

The school primarily serves the Parish of St Thomas of Canterbury and the Parish of St Anne Line. The parish boundaries of the Parish of St Thomas of Canterbury are marked on the map in the Parish Office of the Church. The boundaries for the Parish of St Anne Line can be confirmed through the Parish Office at the Church of St Anne Line.

Class size
Having consulted with the Local Authority and others in accord with the requirement of the law, the Governing Body has set as its planned admission number 60 pupils for the school year commencing September 2026. The Governing Body will not admit more than 30 pupils to any one reception or Key Stage one class.
The Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

Procedure for Applying for Admission

Parents wishing to apply for a place in the school for their child in the school year 2026/2027 must complete a Application Form available from 1st September 2025 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 only 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 should be submitted on these forms and all applications will be considered at the same time.
You are also requested to complete the Supplementary Information Form available on the school website if you wish to apply under oversubscription criteria 1 to 5 (http://www.stantonyscatholicps.co.uk/admissions/). The Supplementary Information Form should be completed by 15th January 2026**.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 5, and this is likely to affect your child's chance of being offered a place.

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 2026.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Children with a statement of special educational needs or Education Health Care plan.
The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. The school will work in full co-operation with the appropriate agencies to ensure children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names St Antony's Catholic Primary school will 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

The Governors believe that children from practising Catholic families where the faith is alive will benefit most from the education offered at St. Antony's Catholic School. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

Oversubscription Criteria

1. Looked after children and legally adopted children, including previously looked after children (School Admissions code para 1.7)
2. Baptised Catholic Children with a Certificate of Catholic Practice resident in the parish of St Thomas of Canterbury, Woodford Green
3. Baptised Catholic Children with a Certificate of Catholic Practice resident in St Anne Line Parish.
4. Baptised Catholic Children with a Certificate of Catholic Practice resident in other parishes.
5. Other Catholic Children.(see Application Criteria)
6. Children of other Christian denominations at least one of whose parents regularly practice in their faith and whose application is supported by the appropriate Minister of Religion.
7. Any other applicants.

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

I. The attendance of a brother or sister on roll (up to and including Y6) at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made above (see note on 'Siblings').

II. Children of staff who: a) have been employed at the school for two or more years at the time of application for the school place; or b) where the member of staff is recruited to fill a vacant post for which there is a skill shortage.

Application of Criteria

- 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 governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

- "Catholic" means a member of 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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g looked after child in the process of adoption by a Catholic family)
- A baptised Catholic is one who has been baptised (even conditionally) into the Catholic Church and whose parents(s)/carer(s) can produce a valid certificate that this is so. This does not apply to categories 5 and 6
- '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 holy days of obligation for at least five years (or, in the case of a 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 on the Catholic Education website http://www.catholiceducation.org.uk/guidance-for-schools/admissions

- In order to be considered in the Oversubscription Criteria set out in point 5 and 6 above, applications will have to be supported by a minister of religion, the appropriate priest or other religious leader of the area where the family practises (form available on St Antony's website http://www.stantonyscatholicps.co.uk/admissions/).

- Where the number of applications which satisfy the requirements of any category exceeds the number of available places in any category, those living closer to the school will be given priority, the distance will be measured in a straight line from the front door of the child's home (including flats) to the main entrance of the school by reference to a *Geographic Mapping system held by the London Borough of Redbridge. Where there is a dispute regarding distance from residence, the arbiter will be the London Borough of Redbridge. Should there be more than one applicant for a final place living an identical distance from the school in question, the random allocation facility will be used from the Local Authority's system.

Siblings

Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Home address of child

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.

Deferred entry:

Parents offered a place before the child is of compulsory school age may defer their child's entry until no later than the beginning of the term after their child's fifth birthday; it may not be deferred beyond the academic year for which the original application was accepted. ***This option should be discussed with the Headteacher.*** Where entry is deferred, the place must be held for the child, and cannot be offered to another child.

Admission of children outside their normal age group

It is the expectation that a child is educated alongside his / her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group.
However, parents may request that their child is exceptionally admitted outside their normal age group. Such requests must include evidence of the child's circumstances from a relevant professional detailing the child's educational needs which makes education outside the normal age group necessary. The admissions authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

In –Year Applications

Once your child has started school you may wish them to move e.g. if you move home. We can only accept pupils when there is a space in the year group (unless application related to criteria 1 or with a statement of SEN or Education Health care plan as outlined above. Please apply to the London Borough of Redbridge (information available at http://www2.redbridge.gov.uk/cms/children_and_schools/schools/applications_and_admissions/primary_school_applications.aspx and contact the school for a supplementary information form. The admissions criteria is applied as above when we are considering an in year application at the time of admission.

Waiting List

A waiting list is maintained for each year group. These are maintained throughout the year and you will need to re-apply to remain on the waiting list at the start of each new academic year. Vacancies are notified to the London Borough of Redbridge.

The children on the waiting list are ranked strictly in accordance with the order of priority outlined above and not in the order of the date their name was added to the waiting list.

Appeals

The Schools Standards and Framework Act 1998 allows parents to appeal against any decision to refuse a place to their child, and in such cases early contact should be made with the Headteacher. A closing date for appeals will be included in the notification letters from Governors refusing, or being unable to offer, admission to the School.

Additional Information The parents of those children whom the Admissions Committee have agreed to admit as pupils to the school will be informed in writing by the Local Authority in accordance with the Coordinated Admissions Scheme.

Those who are unsuccessful will also be informed in writing with 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.

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

The Governors may withdraw an offer of a place should information provided be found to be inaccurate.

Fair Access Protocol

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 admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).