

*St. Joan of Arc Catholic
Primary School*



*School Admission Policy
and Supplementary
Information Form*

(NB This Policy does NOT apply to the School Nursery)

ADMISSIONS

Places at St Joan of Arc will be allocated in accordance with the following policy and procedure.

You should note in particular the following:

- The school regularly receives many more applications than it has places available. Even if your application falls within one of the first oversubscription criteria there is no guarantee that a place will be available.
- The school's governing body has no discretion to admit pupils to infant classes in excess of class size limits laid down by law.
- A place in the school's Nursery does not guarantee you a place in Reception. You will need to re-apply.



St. Joan of Arc Catholic Primary School
Northolme Road, Highbury Park, London, N5 2UX

**Determined by the School Governing Body on:
16th November 2023**

Admissions Policy 2025-2026

St. Joan of Arc Catholic Primary School is a voluntary-aided primary school, founded to provide education based on the Catholic faith. The ethos and practice of our school is informed by our four guiding Christian values of Respect, Love, Service and Courage. As a Catholic school, we aim to provide a Catholic education for all our pupils, and we ask all families applying to St. Joan of Arc to give their full, unreserved, and positive support for the aims and ethos of our school. We welcome applications from families of all faiths, and of none.

Admissions authority and numbers

The governing body of St. Joan of Arc Catholic Primary School is the admissions authority for the school and has responsibility for admissions to St. Joan of Arc. The local authority undertakes the coordination of applications for admissions in the normal applications round¹.

- For applications to the school nursery class, please see [Nursery Admissions](#). A place in the school's nursery does not automatically guarantee a place in Reception; you will need to apply for Reception in the normal way.

The Published Admission Number (PAN) for the Reception year at St. Joan of Arc is 60. The governing body will admit a maximum of 60 pupils in the school year which begins in September 2025: up to 30 children into each of two Reception classes. Families whose child/ren will reach their 4th birthday between 1st September 2024 and 31st August 2025 are invited to apply.

- For information on the right to defer entry, please see [Right to defer entry](#).
- For information on applying for a place in years 1 to 6, please see [In-year admissions](#).

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

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Details of this procedure are set out in the [Special Education Needs Code of Practice](#). If your child has an EHCP, you must contact your local authority SEN officer. Children with this school named in their EHCP will be admitted to the school.

¹ The normal applications round covers admission to the school at the start of the school year in September.

Allocation of places

For applications to Reception and years 1 to 6, children will be admitted to St. Joan of Arc in the order of priority outlined below. Whenever there are more applications than places available, places will be allocated in accordance with the over-subscription criteria.

Over-subscription criteria

1. Catholic 'looked after' and 'previously looked after' children (see [notes](#) 1, 2 and 3).
2. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who are resident in one of the three parishes of: St. Joan of Arc, Highbury; St. Thomas More, Manor House; or Our Lady of Good Counsel, Stoke Newington (see [notes](#) 1, 5, 6 and 7).
3. Baptised Catholic children with a Certificate of Catholic Practice (see [notes](#) 1 and 5).
4. Other baptised Catholic children.
5. Other 'looked after' and 'previously looked after' children (see [notes](#) 2 and 3).
6. Catechumens and members of an Eastern Christian Church (see [notes](#) 8 and 9).

Within over-subscription criteria 1 to 6, children will be admitted in the following order of priority:

- a) Children with one or more sibling(s) enrolled at the school at the time of enrolment (see [note](#) 11).
- b) Children who are enrolled at St. Joan of Arc nursery at the date of application.
7. Other children with one or more sibling(s) enrolled at the school at the time of enrolment (see [note](#) 11).
8. Children who have been baptised in other Christian denominations (see [note](#) 10).
9. Other applicants.

Within over-subscription criteria 7 to 9, children will be admitted in the following order of priority:

- a) Children who are enrolled at St. Joan of Arc nursery at the date of application.

Tie break

Where the offer of a place to all the applicants in a category or sub-category would exceed the published admission number (60 children), priority will be given to children living nearest to the school. Distances are calculated by the local authority, using a computerised mapping system. The local authority measures the distance in a straight line from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

In a situation where two families live equidistant from the school, the final place will be offered by random allocation using a lottery. This will take place in the presence of an independent witness.

Siblings from multiple births

Where logistically possible, the governing body will admit twins and all siblings from multiple births if the final place within the school's published admission number is offered to one of the children.

Procedure and timings

To apply for a place at this school, you must complete:

- An online application form for the local authority in which you live.

You are also requested to complete:

- The school's Supplementary Information Form (SIF). This is available from the school's website, at: [St. Joan of Arc Supplementary Information Form](#) and from the school office during term time, on: Mondays from 2.30 to 3.30pm and Thursdays from 12.30 to 1.30pm.

Whilst the SIF is not compulsory, this information allows the governing body to properly assess your application against the school's over-subscription criteria and prioritise your application correctly.

Additional documentation

If you wish to be considered as practicing Catholics (see [notes](#) 1 and 5), please also provide:

- A Certificate of Catholic Practice (CCP), signed by your Parish Priest. This certificate is available from your Parish Priest, or from the Diocesan website, at: [RCDOW Certificate of Catholic Practice](#). The Parish Priest will sign this form only if he agrees that you are a practicing Catholic family.

If you wish for your child to be considered as a baptised Catholic, or as baptised in another Christian denomination (see [note](#) 1 or 8), please also provide:

- Your child's Baptismal Certificate, or equivalent.

Submitting documentation to St. Joan of Arc school

Please submit the SIF and any relevant additional documentation directly to the school. It is the applicant's responsibility to ensure that the SIF and any other supporting documentation is submitted to the school by the closing date. You can return the SIF, together with the relevant documentation, in the following ways:

- By email: please scan forms and send to: admissions@st-joanofarc.islington.sch.uk
- By post: please send FAO: The Admissions Officer, St. Joan of Arc Catholic Primary School, Northolme Road, Highbury Park, London, N5 2UX.

- Note: If you are posting original documents, please provide a stamped addressed envelope for their return and note that the school cannot accept responsibility for items being lost or damaged in the post.
- In person: at the school office during term time on Mondays from 2.30 to 3.30pm and Thursdays from 12.30 to 1.30pm.

Timings

Applications will be accepted from the 1st of September 2024 for children due to start school in September 2025. Online applications to the local authority, and the submission of SIFs and supporting documentation to the school, must be completed by the 15th of January 2025. If you do not provide the information requested in the SIF and return it by the closing date, together with all additional supporting documentation, your child's application will be categorised under over-subscription criteria 9; this is likely to affect the chance of your child being offered a place.

Late applications

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

Change of details

If any of the details on either of your forms changes between the date of application and the receipt of the outcome of your application, you must inform the school and local authority immediately.

Please note that the governing body may seek independent verification of your residential address. The governing body reserves the right to withdraw a place, even if the child has already started school, where it is satisfied that the offer of a place was obtained by deception and misleading information was given or allowed to remain on your forms.

Offers

The local authority will inform you of the outcome of your application on behalf of the governing body on or about the 16th of April 2025. This information will also be available online. If you are offered a place, you are asked to accept or decline the place as soon as possible.

Right of appeal

If your application is unsuccessful, you have the right to ask why a place was not offered and have the right to appeal to an independent panel. The panel will consider whether the admissions policy and procedure were correctly applied but does not have the authority to change the stated over-subscription criteria. Should you wish to appeal, please contact the school for an appeal form. Appeals must be submitted to the school in writing by Friday 25th May 2025.

Waiting list

In addition to the right to appeal, you will be offered the opportunity to be placed on a waiting list. This list will be maintained in the order of the over-subscription criteria and not in the order in which applications are received or added to the list. In the case of Reception applications, names will remain on the waiting list until the end of the Autumn term (December). If you wish to remain on the waiting list beyond this date, please re-apply using the [in-year admissions process](#).

Right to defer entry

Children below compulsory school age

A child is entitled to a full-time place in Reception in the September following their fourth birthday. However, you may defer the date that your child starts school until they reach compulsory school age, which is defined as the first day of term following the child's fifth birthday. You may also request that your child attends part-time until they reach compulsory school age.

If you wish to defer your child's start date until the spring or summer term, or take up a part-time place, please apply in the usual way and contact the school to request deferred entry or part-time hours when you receive the offer of a place. Please note that a child's start date cannot be deferred beyond the point at which they reach compulsory school age, or beyond the start of the final term of the year in which the offer was made (the summer term). Therefore, children who will reach five years of age during the summer term cannot defer entry beyond the 1st of April 2026.

Summer-born children

If your child was born between 1st April and 31st August and you wish them to start school in Reception in the September following their fifth birthday, you may request that your child is admitted to Reception outside their chronological age group. The application should be submitted in the normal way, with a letter outlining the request submitted to the Chair of Governors at the time of application. If the request is approved, you will need to re-apply in the following year's admissions round; the application will be treated in the same way as all other applications.

Children educated outside their chronological age group (except Reception applications for summer-born children)

You may apply for your child to be educated outside their chronological age group, either in the year above or the year below. You should make this request to the Chair of Governors at the time of application and submit any supporting documentation at the same time. The governing body considers each case on its own merit. Permission will only be given in exceptional circumstances.

In-year admissions

You can apply for a place for a child in years 1 to 6 at this school and the child will be admitted if a place is available. Applications for in-year admissions are made directly to the local authority. When a place becomes available and an offer is made and accepted, the school will inform the local authority. Where there are more applications than available places, the governing body will rank the applications according to the [over-subscription criteria](#) set out above. If a place cannot be offered at the time, you may ask for the reasons and will have the [right to appeal](#) to an independent panel. You will be offered the opportunity to be placed on the [waiting list](#). When a place becomes available, the governing body will re-rank the list and make an offer to the person at the top of the list. Names are removed from the waiting list at the end of each academic year.

Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by:

- An official letter that declares a relocation date, and
- Evidence that a unit or quarter address can be used as the intended address.

Fair access protocols

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.

Appendix

Notes: These notes form part of the over-subscription criteria.

1. **‘Catholic’** means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced for a child 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 living with a family where at least one of the parents is Catholic.
2. 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.
3. 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. (Referred to as internationally adopted previously looked after children in the 2021 code).
 - a. **‘Child arrangements order’** is an order under the terms of the Children Act 1989 s.8. It is defined as an order 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.
 - b. **‘Special Guardianship Order’**. 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). A child ‘looked after’ immediately before the order is made, qualifies in this category.
4. **‘Parent’** means the person or persons who have legal responsibility for the child.
5. **‘Certificate of Catholic Practice (CCP)’** 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 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 [Governance & Admissions – Diocese of Westminster Education Service \(rcdow.org.uk\)](http://www.rcdow.org.uk).

6. **‘Resident’**. A child is deemed to be resident at the home address where they usually live with a parent or carer. This will be the address provided on the online admissions application and SIF. 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 online application, provided that the child resides at that address for any part of the school week.
7. The **‘Three Parishes’** describes the parishes of St. Joan of Arc, Highbury, St. Thomas More, Manor House, and Our Lady of Good Counsel, Stoke Newington, which St. Joan of Arc Catholic Primary School primarily serves. Links showing the parish boundaries are available on the school website at: [Parish boundaries](#). The parish boundaries shown on this map are used to determine the parish in which each applicant’s residential address is situated.
 - a. The **‘residential address’** is the address at which the child is deemed to be resident.
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. **‘Children of other Christian denominations’** are defined as children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÛN 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.
11. **‘Siblings’** are defined as brothers or sisters, which includes: biological brothers and sisters, half-brothers and -sisters, adopted brothers and sisters, step-brothers and -sisters, and foster brothers and sisters. This also includes the child of a parent’s partner where that child is resident at the same address as the applicant. A sibling relationship does not apply when the older child will leave St. Joan of Arc before the younger child starts at the school.