



# St. John Fisher Catholic Primary Voluntary Academy

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**Blessed Holy Family**  
Catholic Academy Trust

*Growing and Learning Together with Christ*

## **CONSULTATION ON ADMISSIONS POLICY 2021/2022**

St John Fisher School are consulting on their Admissions Policy for September 2021/22.

We are proposing the addition of the following oversubscription criteria:

5. *Baptised Catholic children with a Certificate of Catholic Practice resident in the parish of St. Gabriel and St. Bernard (Harrow South & Northolt).*
6. *Baptised Catholic children with a Certificate of Catholic Practice resident in the parish of St. Matthew (Northwood).*

The consultation period runs from 11<sup>th</sup> November and 20<sup>th</sup> December 2019.

Any responses should be directed to the school by email to: [head@st-johnfisherschool.harrow.sch.co.uk](mailto:head@st-johnfisherschool.harrow.sch.co.uk).  
Alternatively, comments can be sent by post to the school office in a sealed envelope marked 'Consultation on Admissions Policy'.

Following consultation, the final policy will be ratified by the governing body.



# St. John Fisher Catholic Primary Voluntary Academy



*Growing and Learning Together with Christ*

## ADMISSIONS POLICY Academic Year 2021/22

St. John Fisher Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The published Admission Number (PAN) for September 2021 is 90. Applications are invited from families whose child was born between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017.

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

### **Reception Class Application:**

Application for admission to Reception Class must be made online on your local authority website. You can apply to schools in other boroughs by naming them on your application form but you must complete only one form which should be from the borough you live in.

Additionally, to enable the correct oversubscription criteria to be applied, all applicants should also complete the school's Supplementary Information Form (SIF). This is available to download from the school website, [www.stjohnfisherschool.co.uk](http://www.stjohnfisherschool.co.uk) or from the Harrow Council website. The Certificate of Catholic Practice should be completed for those applying under criteria 2, 3, 4 and 5. The Certificate can be obtained from the priest at the parish where the family normally worships and is also available from the diocesan website (follow school, parents). The Certificate should be returned to the school with the SIF. It is the responsibility of the applicant to ensure that these forms are submitted to the school by 15<sup>th</sup> January 2021.

The Supplementary Information Forms with the completed Certificate of Catholic Practice (where applicable) should be returned to St. John Fisher School by the closing date.

The closing date for all applications is 15<sup>th</sup> January 2021. Offer notification letters will be sent out by the Local Authority on or about 16<sup>th</sup> April 2021.

In the event of submitting false information, the governors reserve the right to withdraw the place.

### **In-Year Admissions:**

In-year applications are made directly to the school, using a Common Application Form, Supplementary Information Form and Certificate of Catholic Practice (if applicable). If a place is available and there is no waiting list then the governing body will make an offer. Alternatively, if there is a waiting list, applications will be ranked in accordance with the oversubscription criteria.

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. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the governing body will make an offer to the applicant at the top of the waiting list.

### **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 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.

## ADMISSIONS AND OVERSUBSCRIPTION CRITERIA

If the year group is oversubscribed places will be allocated according to the following criteria:

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. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice resident in the parish of St. John Fisher (Harrow North).
4. Baptised Catholic children with a Certificate of Catholic Practice resident in the parish of St. Luke (Pinner).
5. Baptised Catholic children with a Certificate of Catholic Practice resident in the parish of St. Gabriel and St. Bernard (Harrow South & Northolt)
6. Baptised Catholic children with a Certificate of Catholic Practice resident in the parish of St Matthew (Northwood).
7. Baptised Catholic children with a Certificate of Catholic Practice resident in any other parish.
8. Any other Baptised Catholic child, with priority given to Catholic siblings.
9. Other 'looked after' children and other children who have been adopted or made subject to child arrangements orders, immediately after having been looked after.
10. Non-Catholic children who have a sibling at the school at the time of admission.
11. Children of other Christian denominations whose application is supported either by a certificate of baptism or a letter from their minister confirming membership of that faith community.
12. Any other child.

**Exceptional Need:** The Governing Body will give top priority, within a criterion, to an application where compelling professional written evidence, from a medical consultant or senior social worker, is produced at the time of application of a social or medical need of the child or family which can only be met at this school.

**Non-Catholic Siblings:** Parents of children within criteria 9 and 10 must be aware that younger siblings will not qualify under criterion 2, as priority will be given to Catholic children. Non-Catholic sibling applicants will be placed in criterion 8.

**Tie Breaker:** Where the offer of places to all the applicants in any of the sub-categories listed above would lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Where two or more families live equidistant from the school places will be offered by random allocation i.e. lottery in the presence of an independent witness.

**Parish Boundaries:** For the purposes of this policy parish boundary maps are available on the school website, [www.stjohnfisherschool.co.uk](http://www.stjohnfisherschool.co.uk) or from the school. If you require further clarification please contact the Parish Priest.

**Twins and Multiple Births:** In cases where multiple siblings tie for the last available space, all will be offered a place, even if this exceeds the planned admission number. Where multiple births are concerned and one child has an EHC Plan that names St John Fisher School, the other siblings will be treated as having a sibling link for that academic year.

**Reception Year Deferred Entry:** Applicants may defer entry to school up until statutory 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 is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2021.

**Summer Born Children:** Parents may apply for children born between 1<sup>st</sup> April – 31<sup>st</sup> August 2016 to start Reception in the summer following their fifth birthday. The request should be submitted in writing to the Chair of Governors by 31<sup>st</sup> December 2019. If permission is granted an application should be made in the usual way for 2021 entry. If permission is refused application can then still be made for 2020. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

**Admission of Children Outside their Normal Age Group (except summer born applications for Reception):**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. If governors give permission for the child to be educated out of his/her normal age group, parents must submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Parents have a statutory right to appeal against the refusal of a place at the school. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. The waiting list will be updated every two years at the end of the school year. You will be contacted by letter asking you to confirm whether or not you wish to remain on the list.

**Interpretation of Terms used in the Admission Policy and Oversubscription 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 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 priest's reference demonstrates that the child would have been baptized or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). To confirm your Church is in communion with the See of Rome please see table below.
2. **Looked after child** has the same meaning as in S.22 of the Children's Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).
3. **Adopted:** Adopted means a child who has been adopted from care and whose parents can give proof of this status.
4. **Child Arrangements Order:** A Child Arrangements Order is an order settling the arrangements to be made as to the person with whom the child is to live.
5. **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).
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 <http://rcdow.org.uk/education/governors/admissions/>

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 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 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. **Sibling** means a child’s brother or sister living at the same address. The sibling priority does not include cousins or other extended family members who live in the same household, but will include half siblings, step siblings and foster children.
9. **Distance** is measured by the local authority in a straight line from home to the centre point of the school site using a computerised mapping system based on ordinance survey data.
10. **Home Address:** Where the child resides for more than 50% of the school week.

Traditions	Catholic Churches	Equivalent Non-Catholic Churches
Western (Roman)	Latin Catholic Church	Churches of the Protestant Reformation Church of South India (CSI) (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church	Coptic Orthodox Church
	Ethiopian Catholic Church (“Gheez rite”) (includes Eritrean Catholic Church)	Ethiopian Orthodox Church; Eritrean Orthodox Church
Antiochean (West Syrian)	Syrian Catholic Church	Syrian Orthodox Church
	(Syro-)Maronite Catholic Church	None
	Syro-Malankar Catholic Church	Malankara Orthodox Syrian Church St Thomas Christians: Indian Orthodox Church; Orthodox Syrian (Jacobite) Church; Mar Thoma Syrian Church; Malabar Independent Syrian Church of Thozhiyoor; Church of South India (CSI) (St
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic Church	Assyrian Church of the East
	Syro-Malabar Catholic Church	St Thomas Christians: Syrian Malabarese Church; Syro-Chaldean
Constantinopolitan (Byzantine)	Albanian (Byzantine) Catholic Church	Albanian Orthodox Church
	Belarussian Catholic Church	Belarussian Orthodox Church
	Bulgarian (Byzantine) Catholic Church	Bulgarian Orthodox Church
	Georgian Catholic Church	Georgian Orthodox Church
	Greek (Hellenic) Catholic Church	Greek Orthodox Church (Greek speaking); Cypriot Orthodox Church
	Greek-Melkite Catholic Church	Greek Orthodox Church (Arabic speaking)
	Hungarian (Byzantine) Catholic Church	Hungarian Orthodox Church
	Italo-Albanian (Byzantine) Catholic Church	None
	Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia)	Serbian Orthodox Church
	Macedonian Catholic Church	Macedonian Orthodox Church
	Romanian (Greek) Catholic Church	Romanian Orthodox Church
	Russian Catholic Church	Russian Orthodox Church
	Ruthenian (Byzantine) Catholic Church	Ruthenian Orthodox Church; Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church
	Slovak (Greek) Catholic Church	Slovak Orthodox Church; Orthodox Church in America (OCA); American Carpatho-Rusyn Orthodox
Ukrainian (Greek) Catholic Church	Ukrainian Orthodox Church; Orthodox Church in America (OCA)	

**Diocese of Westminster**  
**Catholic Primary Schools**  
**Supplementary Information Form 2021 - 2022**



**St. John Fisher Catholic Primary School**  
**Melrose Road, Pinner, Middx HA5 5RA** (please return the form to this address)

**Child's Details**

Child's Surname:	
Child's First Name:	
Home Address:	Date of Birth:
Postcode:	

**Parent/Carer Details**

Parent(s)/carer(s) name:		
Address (if different from above)		
Telephone number:		

**Details of Religion**

Religion of child: <i>(Please tick)</i>	Catholic	Other Christian <i>(name of denomination e.g Methodist)</i>	Other faith
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Where appropriate:

Catholic Parish you live in:	
Church where child was baptised and date of baptism: (original baptism certificate required)	
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community:	

**PTO**

**To be completed by the school office**  
**Supplementary Information for admission**

**ACKNOWLEDGEMENT OF RECEIPT**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

School stamp
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**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if my child has already started school.**

Signed.....

Date.....

**Please note:**

- Where applicable, parents can obtain a Certificate of Catholic Practice from the parish in which the family normally worships or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's online Application Form before the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed?  Baptism certificate (where necessary)  
 Certificate of Catholic Practice (where necessary)  
 Evidence of exceptional need (where necessary)

**Have you completed** your local authority's online Application Form?

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information of the school's Privacy Notice please look on the school website [www.stjohnfisherschool.co.uk](http://www.stjohnfisherschool.co.uk), or contact the school for a hard copy.*

## ADMISSIONS PRIVACY NOTICE FOR ST. JOHN FISHER SCHOOL

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St. John Fisher School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the school is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

**We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

**In order to administer admissions to this school the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

**Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

**School Retention Policy:**

SIFs will only be retained for successful applicants or applicants remaining on the waiting list. All other SIFs will be destroyed after the application process is finished.

**For further information please refer to the Privacy Policy on the School website or contact The Administrator at the school.**