Rosary Catholic Primary School

Admissions Policy 2026-27

Updated November 2024

Admission Criteria.
Rosary Catholic Primary School.
Camden 2026 - 2027

Rosary Catholic Primary School is a voluntary aided Primary School. It is a place where prayer and worship are threaded through the daily life of the school and the Gospel message underpins the pursuit of academic excellence. It is essential that the Catholic character of the school's education is fully supported by all families within the school. All applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.
The governing body is the admission authority and has responsibility for admissions to this school. The admission authority has set the school's Published Admission Number ("PAN") at **45** pupils to be admitted to the reception year which begins in September 2026.

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

Applications for reception are invited for September 2026 from families whose child attains 4 years of age between 01/09/2025 and 31/08/2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Oversubscription Criteria.

Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent or guardian applying for a place, and 'candidate' refers to the child for whom the application is made.

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, as well as 'internationally adopted previously looked after children'. Those children who appear (to the admission authority) to have been in a state care outside of England and ceased to be in state care as a result of being adopted.

2. Baptised Catholic children who have a sibling at this school at the time of admission.

3. Baptised Catholic Children who are resident in the Parishes of St Dominic's Priory Southampton Road, NW5 4LB, St Thomas More, Maresfield Gardens NW3 5SU and St Mary's Holly Place, NW3 6QU

4. Other baptised Catholics

5. 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’. as well as ‘internationally adopted previously looked after children’. Those children who appear (to the admission authority) to have been in a state care outside of England and ceased to be in state care as a result of being adopted.

6. Catechumens and members of the Eastern Christian Church

7. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from a minister of religion confirming membership of the faith community.

8. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership of the faith community.

9. Any other applicant.

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

Priority to an application within a category where compelling evidence is provided at the time of application, from an appropriate professional such as doctor, priest or social worker, of an exceptional social, medical or pastoral need of the child which can **only** be met at this school.

(i) The admission authority will give top priority to an application within a category where compelling evidence is provided at the time of the application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical or pastoral need of a child which can **only** be met at this school.
(ii) The attendance of a brother or sister, at the school at the time of enrolment will increase the priority of an application within each category, after children in (i) above.
(iii) Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Tie Break.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living closest to the school determined by the Local Authority’s computer mapping system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person

independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even when admitting the child would mean exceeding the published admission number.

In-Year Admissions

Applications for In-Year admissions are made directly to 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 admission authority 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 admission authority in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year.

Reception Year Deferred Entry

Applicants who are offered a place for their child may defer entry up to the first day of term following the child's fifth birthday (statutory school age). Applications are made in the usual way and then deferral is requested. The place will then be held open 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 age or the academic year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2026.

Children Educated Outside Their Chronological Age Group

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. A letter of application outlining special circumstances should be sent directly to the Chair of the Admissions Committee (Admissions Authority).

Applications and Procedures.
2026 - 2027

Reception

To apply for a place in reception at this school, you **should** complete and return **two separate forms** in order to make a full application. You should complete the school's **Supplementary Information Form (SIF)** attached to this policy, and return it to the Rosary Catholic Primary School, 238 Haverstock Hill, Hampstead NW3 2AE along with your child's supporting documentation. You **must** also complete and submit an **E-admissions application** (also known as the Common Application Form or CAF) **online at www.eadmissions.org.uk** by 15th January 2026. Paper forms are available from your Local Authority on request.

If you do not complete BOTH of the forms described above and return them, together with all supporting documentation, by 15th January 2026, the governing body may be unable to consider your application fully against the oversubscription criteria and this may affect your child's chance of being offered a place.
Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the governing body with the outcome of your application on or about 16th April 2026. This information will also be available online.

Nursery Children

Attendance at the nursery **does not** guarantee a place in reception.
Parents of children attending the Rosary School nursery **must** complete a CAF but **should** complete the school's Supplementary Information Form, if they want to be considered under criteria 1 – 4 and 6 – 8.

Right of Appeal.

If you are unsuccessful you may ask us for the reasons for the refusal of a place. The reasons will be related to the oversubscription criteria listed in the policy and you will have the right to appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. The deadline for submission of an appeal is Early June 2026.

Waiting Lists.

In addition to their right to appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in the Policy above and ***not*** in the order the applications were received or added to the list. Names are usually removed from the list at the end of the academic year unless applicants request in writing to remain on the waiting list.

Pupils with an Education, Health and Care Plan

The admission of pupils with an Educational Health Care Plan (EHCP) is dealt with by a completely separate procedure. 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.

Change of Details.

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

Notes: These notes form part of the oversubscription 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 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 is adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' includes:

(i) All natural brothers or sisters, half brothers or sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters, wheather or not they are living at the same address: and

(ii) The child of a parents' partner where the child lives for at least part of the week in the same family unit at the same home address as the child who is subject of the application.

'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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the 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.

'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.

'Eastern Christian Church' indicates Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

'Children of other Christian denominations' means: 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 communion with Christ and with one another in the Church, which 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 principal has no credal statements in it's traditional, 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 CYTUN 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.

'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.

'**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.

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 the address for any part of the school week.