Admissions Policy 2027/28

Our Lady and St Joseph Catholic Primary School

Prepared by: P Devereux
Approved by: Governing Body
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Review Date: March 2027
Checked DPO:

Governing Body of Our Lady and St Joseph Catholic Primary School

Diocese of Westminster

Admissions Policy for the 2027/28 academic year

Our Lady and St Joseph Catholic Primary School is a Catholic school founded by the Catholic Church to provide education for the children of Catholic families. The School is conducted by its governing body as part of the Catholic Church in accordance with its Instrument of Government and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all of 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 governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 60 pupils to be admitted to the reception year in the school year which begins in September 2027.

Signed on behalf of the Governing Body

Date: February 2026

Applications are invited for our Reception Class for September 2027 from families whose child attains 4 years of age between 01/09/2027 and 31/08/2028. Whenever there are more applications than places available priority will always be given to Catholics in accordance with the *oversubscription criteria* listed below.

Oversubscription Criteria

1. Catholic looked after and previously looked after children
2. Other baptised Catholic children,
3. Other looked after and previously looked after children
4. Catechumens and members of an Eastern Christian Church.
5. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their minister/religious leader confirming membership of the parish/faith community.
6. Children of other faiths whose application is supported by a letter from their minister/religious leader confirming membership of the parish/faith community.
7. Any other children

Children must have been baptised before the closing date for applications in order to qualify for this criteria, future Baptism dates will not be considered (even with supporting evidence from the Parish Priest).

EXCEPTIONAL NEED

The Governing Body will give top priority within each criterion, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child which can only be met at this School.

The *attendance of a sibling* at the School at the time of enrolment will increase the priority of an application within each category.

For categories 1 and 2 a Catholic ***baptismal certificate*** is required.

MULTIPLE APPLICATIONS

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.

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 nearest to the school as measured by the Local Authority ("LA").

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 LA and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN, subject to the infant class size exceptions

APPLICATION PROCEDURE 2027-28

To apply for a place at this school in the normal admission round, you must complete the LA'S e-admissions form on-linein which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria The Supplementary Information Form should be returned to **Linda Wilson at Our Lady and St Joseph** You will be advised of the outcome of your application in April 2027 by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.
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 may not be placed in criteria (1-6?), and this may 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

NURSERY CHILDREN
. Applicants should be aware that Nursery education is a non-statutory service and that accordingly, a child's attendance in the School's Nursery class does not guarantee a future place in Reception. Applicants will have to make a fresh application to Our Lady & St Joseph Reception – resubmitting all documents.

RIGHT OF APPEAL

If an application is unsuccessful parents, or guardians may ask the School for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and parents, or guardians will have the right of appeal to an independent panel. Should parents, or guardians wish to appeal please contact the school as soon as possible for an appeal form on which they must list their reasons for making an appeal. You will be notified of the deadline for submission of the appeal.

WAITING LIST
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 held open until the last day of the Summer term. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

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 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 LA SEN officer. Children with this school named in their EHC Plan 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

CHANGE OF DETAILS

If any of the details on either application form changes between the date of application and the receipt of the letter of offer or refusal, parents, or guardians **must** inform the School and the LA immediately. If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the admission authority reserves the right to withdraw any offer of the place prior to the child starting at the school.

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.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher, Patrick Devereux at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

IN-YEAR ADMISSIONS

Applications for in-year admissions are made in the same way as for the normal admissions round. Parents or guardians should complete their LA'S e-admissions form on-line and fill in the School's Supplementary Information Form (SIF) which is available in the school office and on the school website, and send or take it 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 Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then parents or guardians may ask us for the reasons and will be informed of their 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. 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 and make an offer.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
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 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 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 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.

3. '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 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 laws of the Church.

4. '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.

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

6. 'brother or sister' includes

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

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

7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

8. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

9. 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.

"Christians of other 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 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 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.

"**children of other faiths**" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above 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.

'Distance from school' means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

Outcomes of Applications

A: Reception Class You will be advised of the outcome of your application in April 2027 (national offer day) initially by letter on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria and you have the right of appeal to an independent appeal panel.

B: Mid-Year Admissions You will be notified as soon as the Governors are able to meet and consider your application.

You will be asked to confirm, within a given timescale, acceptance of any place offered.

September 2026

Dear Prospective Parent or Guardian,

Reception / In Year Applications Year 2027-28

I am pleased that you are considering Our Lady and St Joseph Catholic Primary school for your child. We believe it is a special place in which we can support the growth, learning and development of all our pupils.

The application process takes place in conjunction with the London Borough of Tower Hamlets. It is important that you read the contents of the information pack carefully and ask us if there is anything about which you are not sure. You will also have a Guidance booklet from Tower Hamlets which you should also read carefully. You will be required to complete an e-admission form on the local authority web site, paper forms are available from the LA on request. If you are applying from other boroughs you will need to complete an online form from your own borough.

As Our Lady & St Joseph is a voluntary aided school the Governors, who allocate places, require additional information. This means you should complete the **Supplementary Information Form** which is attached to this letter. Also attached is the Admissions Policy. If the school receives more applications than there are places, 'Oversubscription Criteria' are applied by the Admissions Panel. These are detailed in the policy. If you are applying under criteria 2 or 3 your Parish Priest will need to sign and stamp the Certificate of Catholic Practice. Please give him plenty of time and don't leave this to the last minute. (only first sheet of application is here, this has been confusing for parents when I ask them to complete the whole pack).

When you have completed the Supplementary Information Form please bring it into school to hand in at the office or send it by post.

- At the same time you must bring with you your child's Baptismal certificate.

We would be grateful if you could provide any evidence of any Special Educational Need (if applicable), this will not form part of our ranking criteria, but will allow us time to organise any additional support your child may need if they start with us.

In due course you will be notified of the Governors' decision. Should the Governors not be able to offer your child a place you have the right to appeal. If this happens details of the Appeals procedure will be given to you at the time.

The Governors look forward to receiving your application.

Yours sincerely,

Mr Patrick Devereux
Headteacher

Appendix 1

DIOCESE OF WESTMINSTER
OUR LADY AND ST JOSEPH CATHOLIC PRIMARY SCHOOL/ACADEMY
SUPPLEMENTARY INFORMATION FORM
2027/28

If you are expressing a preference for a place for your child at Our Lady and St Joseph Catholic Primary School in **Tower Hamlets and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Linda Wilson at the school** by the closing date **15th January [2027]**
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.
-

Name of child: _____
Address of child: _____
_____
_____
Parent/Carer Name:[1]
Parent/Carer Email: _____

Please read *the* school Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.
NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.
Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)[2]

Criteria	**Tick Box**	**Evidence: insert details in accordance with the Notes below**
1. Catholic	□	
2 Catechumen/Member of an Eastern Christian Church	□	
3. Member of other Christian denomination	□	
4.Member of other faith	□	

Catholic [Parish] [Deanery] in which your child lives:

[1] This does not require completion where an application is being made by a pupil on their own behalf for entry to year 12.
[2] Schools will need to delete options to tailor the form to match their oversubscription criteria thereby avoiding asking for information which is unnecessary to apply the criteria.

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are

   Our Lady and St Joseph Catholic Primary School

2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is Lucy Henderson and you can contact them with questions relating to our handling of the data. You can contact them by calling 020 3764 8860

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.

5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).

6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).

8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy's fair processing notice and data protection policies which apply to that data.

9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.

10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the compaints procedure on our website https://www.olsj.towerhamlets.sch.uk. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

3. Evidence for Catechumens

If an application is being made for a place at the school/academy for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school/academy.

4. Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

5. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).[3]
- Evidence confirming membership of a Christian denomination or other faith (where applicable).[4]

Have you completed and returned your local authority's Common Application Form?

Privacy Notice Pupil Data

Our Lady & St Joseph Catholic Primary School as a body corporate is known as the Data Controller under the General Data Protection Regulation and the Governors are therefore ultimately responsible for implementation. However, the Designated Data Controllers and Data Protection Officer will deal with day to day matters. The Headteacher is the schools Designated Data Controller.

Pupil Information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous schools, local authority and/or the Department for Education (DfE).
This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

What we do with pupil data

[3] Delete where schools are not using a criterion requiring practice.

[4] Delete where schools are not using criteria giving priority to members of another Christian denomination or other faith.

All the personal data we process is processed by our admin staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers in Ireland. No 3rd parties have access to pupil personal data unless the law allows them to do so. We will not collect any personal data from you we do not need. We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold, please contact:

Mrs Lucy Henderson
Data Protection Officer
Our Lady and St Joseph Catholic Primary School
Wades Place
E14 0DE
Tel: 0203 764 8860
office@olsj.co.uk

We are required, by law, to pass certain information about our pupils to our local authority (LA), the Department for Education (DfE), and any other schools the pupil may move to. Pupil data is also regularly automatically exchanged with the LA. This is to enable the LA to provide services to schools and pupils. The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of data.

For more information on how this sharing process works, please visit:
https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:
https://www.gov.uk/government/publications/national-pupil-database-requests-receieved

If you need more information about how our local authority and/or DfE collect and use your information, please visit the DfE website at:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

We have a Data Protection regime in place to oversee the effective and secure processing of pupils personal data. More information can be found via our policies section on our website
https://www.olsj.towerhamlets.sch.uk

How long we keep pupil data

We are required by law to retain different types of pupil data for various periods of time. Full retention periods on all data held can be found via our policies section on our website.
https://www.olsj.towerhamlets.sch.uk

What are your rights

If at any point you believe the information we process on your child is incorrect you can request in writing to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your child's personal data, you can contact our Data Protection Officer to have the matter investigated.

If you are not satisfied with our response or believe we are processing your child's personal data not in accordance with the law you can complain to the Information Commissioner's Office

https://ico.org.uk/