



Holy Ghost Catholic Primary School

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www.holyghostschool.co.uk

STATUTORY CONSULTATION ON VARIATION OF ADMISSION ARRANGEMENTS FOR 2025 INTAKE

The Governing Body of Holy Ghost Catholic Primary School is consulting all interested parties on its school admissions arrangements for the 2025 intake.

Notice is therefore hereby given in accordance with legislation that the governing body, as the admission authority, for Holy Ghost Catholic Primary School, is formally consulting on its proposed admission arrangements for the 2025 intake.

The six-week consultation will begin on 30th November 2023 with the closing date for submitting comments being midday 11th January 2024.

Reasons for Proposed Changes

One of the most pressing and serious issues facing schools at this time is the decline in pupil numbers and the continuing fall in the birth rate. For Catholic schools, there is also the additional impact of the significant drop in the number of baptisms over recent years. The Archdiocese of Southwark have updated and amended their Admissions Guidance document to bring it into line with the Admissions Code, and with the new amendments, seek to address, where possible, some of the issues around pupil numbers. The key change is around Catholic practice and how this is evidenced. Applications based on Catholic practice will be evidenced by way of a signed Certificate of Practice (CoP). The proposed admission policy, and Certificate of Practice, are attached below:

Timeline for Consultation

30 th November 2023:	Opening date of the consultation period
Thursday 11th January 2024:	Closing date of the consultation period
By 28th February 2024:	Formal determination of admission arrangements by the Governing Board
By 8th March 2024:	Governing Body to publish their determined admission arrangements
1st September 2025:	Effective date of admissions arrangements

How to Respond to the Consultation

As determined by the School Admissions Code, we are inviting comments on the proposed changes.

The proposed arrangements, Admissions Policy and Certificate of Catholic Practice (CCP) can be viewed on our school website.

<https://www.holyghost.wandsworth.sch.uk/>

Alternatively, if you require a hard copy of the policy please contact the school directly to arrange collection.

Details of the current admission arrangements are also published on the school's website.

Should you wish to respond to this consultation you may do so, preferably by email, to

Nicola Cheshire
Clerk to the Governing Body
Holy Ghost Catholic Primary School
Nightingale Square
London
SW12 8QJ

Email: nicola.Cheshire@richmondandwandsworth.gov.uk

Please note that the deadline for comments to be submitted is midday, Friday 12th January 2023.

Proposed Changes to the Oversubscription Criteria.

Holy Ghost Primary School exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from other families who support the religious ethos of the school.

The school's PAN (Published Admission Number) is 30. The diocese has updated and amended their Admissions Guidance document to bring it into line with the Admissions Code, and, with new amendments, seek to address some of the current issues around pupil numbers.

The Current Admissions arrangements are

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children** who have one or two parents who are practising Catholics, and who attend Mass regularly (by which is meant weekly Sunday Mass attendance for the preceding 3 years before the closing date for applications as verified by a parish priest or equivalent) and who have a sibling who will be attending the school in September 2023.
3. Baptised Catholic children who have one or two parents who are practising Catholics and who attend Mass regularly (by which is meant weekly Sunday Mass attendance for the preceding 3 years before the closing date for applications as verified by a parish priest or equivalent) and who live in the Holy Ghost parish.
4. Baptised Catholic children who have one or two parents who are practising Catholics and who attend Mass regularly (by which is meant weekly Sunday Mass attendance for the preceding 3 years before the closing date for applications as verified by a parish priest or equivalent) living in neighbouring Catholic parishes, which do not have a Catholic school [e.g. St. Vincent de Paul]
5. Baptised Catholic children who have one or two parents who are practising Catholics and who attend Mass regularly (by which is meant weekly Sunday Mass attendance for the preceding 3 years before the closing date for applications as verified by a parish priest or equivalent) living in neighbouring Catholic parishes which have a Catholic school. [e.g. St Anselm's, St Mary's Clapham and St Bede's].
6. Other baptised Catholic children living in Holy Ghost Parish, who are not included in criteria 2 or 3 above.
7. Other baptised Catholic children living in neighbouring Catholic Parishes who are not included in criteria 4 or 5 above.
8. All other Baptised Catholic children.
9. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
10. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
11. Other applicants not meeting criteria 1 - 10 above.

If there is over subscription in any of the above categories, the Governing Body will allocate places in accordance with the following sub-categories in the order of priority set out below:

- i. children who have a sibling attending the school at the time of admission (if it is necessary to decide between siblings with equal priority, places will be allocated in each instance by drawing lots before an independent person);
- ii. children with an established medical need, who can demonstrate that Holy Ghost School has characteristics which make it particularly suitable to meet their educational, physical or behavioural needs. Applications must be supported by written statement(s) from a doctor, and other relevant healthcare professionals, and disclosed at the time of application, or subsequently, but before the published date by which admissions are to be considered;
- iii. children in order of straight line distance from home to school, as measured by Wandsworth Council's Geographical Information System.

The proposed new criteria are:

1. Looked after Catholic children, and all previously looked after Catholic children, who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England because of being adopted (see notes A and B).
2. Baptised Catholic children, in possession of a Certificate of Catholic Practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England because of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Catholic Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches, and denominations. Evidence of Baptism/dedication or evidence of membership required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The governors 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 published admissions number (see note C).
- ii. Living in the parish of The Holy Ghost Church, Balham or in the parish of St Vincent de Paul, Battersea.
- iii. Social, pastoral, and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (e.g., qualified medical practitioner, education welfare officer, social worker, or priest).
- iv. *Children of members of staff. The member of staff must be employed directly by the school (rather than an agency or a third-party organisation) on at least a 0.6 fulltime equivalent basis. The*

member of staff must have been employed by the school for two or more consecutive, academic years at the time at which the application for admission to the school is made.

- v. Proximity to the school of the child's home address (see note D). The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be considered under any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random. Evidence of residence may be required.

The proposed admission policy, and Certificate of Practice can be found on the school website:

www.holyghost.wandsworth.sch.uk

Holy Ghost Catholic Primary School



Admissions Policy 2025 -2026

Holy Ghost Catholic Primary School

Governors Admissions Policy 2025-2026

Entry for September 2025

Holy Ghost Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese of Southwark. 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 always seeks to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the governors intend to admit into the reception class, in September 2025, up to 30 pupils, the published admission number (PAN), without reference to ability or aptitude.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated below:

1. Looked after Catholic children, and all previously looked after Catholic children, who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England because of being adopted (see notes A and B).
2. Baptised Catholic children, in possession of a Certificate of Catholic Practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England because of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Catholic Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches, and denominations. Evidence of Baptism/dedication or evidence of membership required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The governors 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 published admissions number (see note C).
- ii. Living in the parish of The Holy Ghost Church, Balham or in the parish of St Vincent de Paul, Battersea.
- iii. Social, pastoral, and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (e.g., qualified medical practitioner, education welfare officer, social worker, or priest).
- iv. Children of members of staff. The member of staff must be employed directly by the school (rather than an agency or a third-party organisation) on at least a 0.6 fulltime equivalent basis. The

member of staff must have been employed by the school for two or more consecutive, academic years at the time at which the application for admission to the school is made.

- v. Proximity to the school of the child's home address (see note D). The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be considered under any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random. Evidence of residence may be required.

Notes:

- A. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- B. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a 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. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England because of being adopted.
- C. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g., cousins).
- D. For purpose of admissions, 'permanent home address' is the address at which the child lives for a majority of their time, and this is the address to be used in the child's application. Evidence is required e.g., current Council Tax or other Social Security Benefit statement. Where a child's residence is split equally between two addresses, or where there is any doubt about residence, further will be required to determine their permanent home address. This may include, but is not limited to, any legal documentation confirming residence, the pattern of the residence, the period over which the current arrangement has been in place, confirmation from the previous/current primary or nursery school of the contact details and home address provided to them by the parents, which parent is in receipt of Child Benefit, where the child is registered with a GP or any other evidence the parents may supply to confirm the situation.

Admissions procedure

The Common Application Form (CAF) required by the Local Authority and the Certificate of Catholic Practice should be completed and received at the school not later than the national closing date for primary schools. The Certificate of Catholic Practice is only required for those wishing to be considered under criteria 2 of the admissions policy. You are advised to retain a copy of the certificate. Offers of places will be sent to parents by their home Local Authority on the common offer date.

Education, Health & Care (EHC) Plan

The admission of pupils with an EHC Plan is dealt with by a separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC plan naming the school will be admitted without reference to the above criteria.

Appeals

Parents/Carers whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a. the admission of additional children would not breach the infant class size limit; or
- b. the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c. the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, e.g., the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also consider the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Waiting list

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until at least 31st December of each school year of admissions. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the Local Authority's Fair Access Protocol, they will take precedence over those children already on the list. The Fair Access Protocol allocates places to vulnerable and other children in accordance with the School Admissions Code 2021. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In Year Applications

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.

Churches in union with Rome

Personal Ordinariate. Baptised children of parents who are members of the Ordinariate, established under The Apostolic Constitution *Anglicanorum Coetibus* of 4th November 2009, are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

Eastern Catholic (or Oriental Rite) Churches in union with Rome. The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches.

1. Alexandrian liturgical tradition:
 1. Coptic Catholic Church (patriarchate):
 2. Eritrean Catholic Church (metropolia):
 3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
 1. Maronite Church (patriarchate):
 2. Syriac Catholic Church (patriarchate):
 3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
 1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
 1. Chaldean Catholic Church
 2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
 1. Albanian Catholic Church (apostolic administration):
 2. Belarusian Catholic Church (no established hierarchy at present):
 3. Bulgarian Greek Catholic Church (apostolic exarchate):
 4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
 5. Greek Byzantine Catholic Church (two apostolic exarchates):
 6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
 7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
 8. Macedonian Catholic Church (an apostolic exarchate):
 9. Melkite Greek Catholic Church (patriarchate):
 10. Romanian Church United with Rome (major archiepiscopate):
 11. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):
 12. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):
 13. Slovak Catholic Church (metropolia and an eparchy):
 14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should not be considered as Catholic children. Please refer any queries to the Commission.

Children of other Christian denominations

"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 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.

Children of other faiths

“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’.

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.

Ethnic Minority Chaplains

There are chaplains for the following nationalities or communities. Current names and addresses are listed in the Archdiocese of Southwark Directory: -

African Catholic Mission
Albanian: Kosovan
Brazilian
Caribbean
Chinese
Congolese
Croatian
Czech
Filipino
French (and all French-speaking nationals)
German
Ghanaian
Goan
Hungarian
Irish
Italian Mission
Kerala (Latin Rite)
Korean
Latin American
London Caribbean
Lithuanian
Maltese
Nigerian
Polish
Portuguese
Romanian
Slovak
Slovenian
Spanish
Sri Lankan (Sinhalese language)
SriLankan (Tamil language)
Traveller, Gypsy and Roma communities
Ugandan
Vietnamese
Zambian
Zimbabwe

Eastern Catholic Churches

There are chaplains for the following Eastern Catholic Churches. Current names and addresses are listed in the Archdiocese of Southwark Directory: -

Belarussian Catholic
Church Chaldean Catholic Church (Iraqi)
Gheez Rite (Eritrea)
Gheez Rite (Ethiopia)
Kananaya
Maronite Catholic Church (Lebanese and Cypriots)
Melkite Rite
Catholic Church (Palestinian)
Syriac Catholic Church
(Iraqi) Syro-Malabar Rite
(Kerala) Syro-Malankara
Rite
Ukrainian Catholic Church



ARCHDIOCESE OF SOUTHWARK

CERTIFICATE OF CATHOLIC PRACTICE

Details of child (for identification only)

Full name of child: _____

Address of child: _____

Postcode: _____ Date of Birth: _____

I am [the child's parish priest] [the priest in charge of the Church where the child practices] [delete as applicable]

I hereby certify that this child is known to me and, to the best of my knowledge and belief, the child is a practising Catholic.

Priest's name _____ Position _____

Parish (or ethnic chaplaincy) _____

Address _____

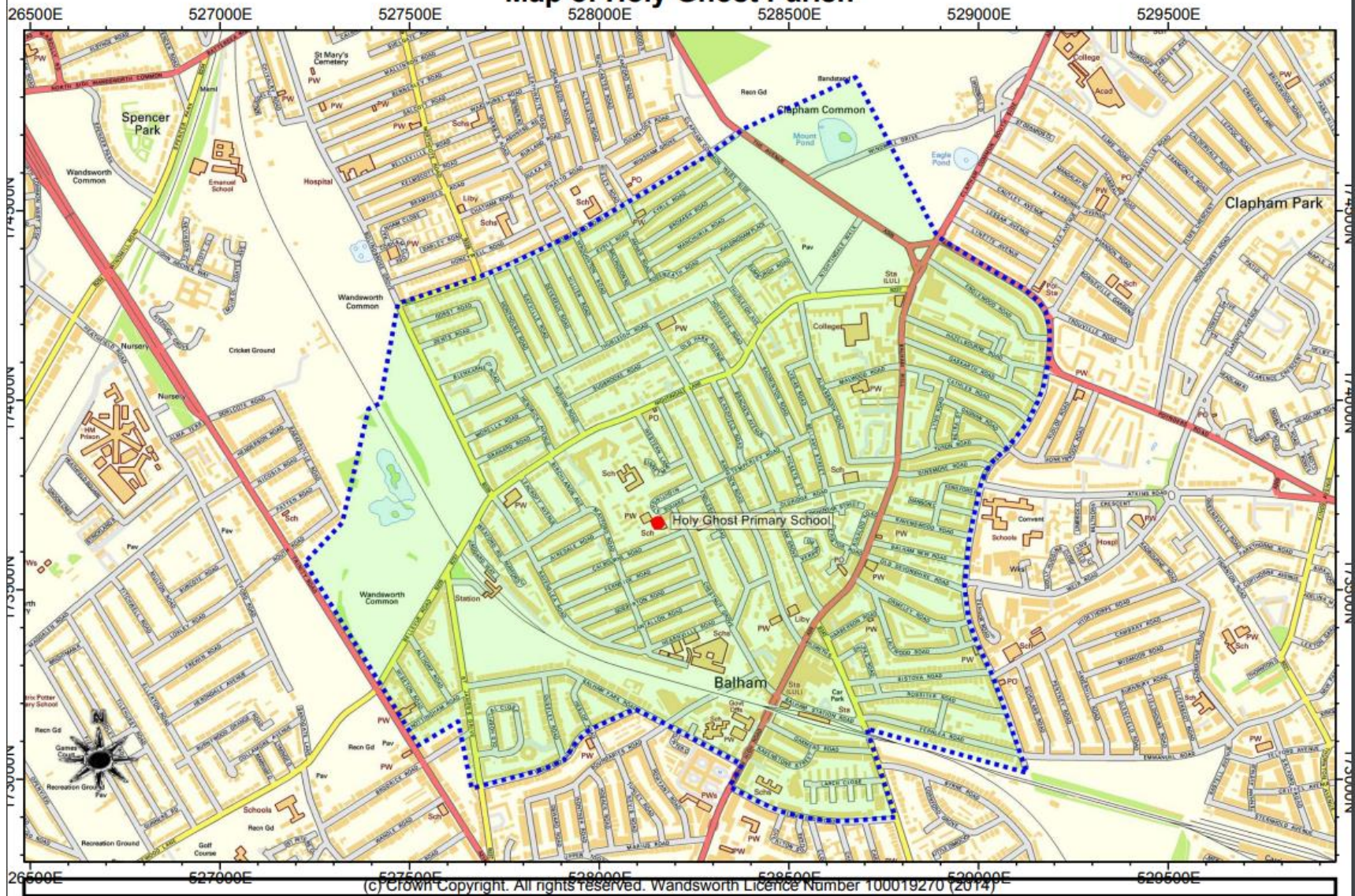
Telephone _____

Priest's signature _____

Parish stamp or seal

Date _____

Map of Holy Ghost Parish





ARCHDIOCESE OF SOUTHWARK

CERTIFICATE OF CATHOLIC PRACTICE

Details of child (for identification only)

Full name of child: _____

Address of child: _____

Postcode: _____ Date of Birth: _____

I am [the child's parish priest] [the priest in charge of the Church where the child practices] **[delete as applicable]**

I hereby certify that this child is known to me and, to the best of my knowledge and belief, the child is a practising Catholic.

Priest's name _____ Position _____

Parish (or ethnic chaplaincy) _____

Address _____

Telephone _____

Priest's signature _____

Parish stamp or seal

Date _____