

**The  
Federation  
of  
St. Elphege's and Regina Coeli  
Catholic Schools**

*With God all things are possible...*

*Where there is love there is God*



**Regina Coeli  
Admissions Policy**

**2024/2025**

**Regina Coeli Catholic Primary School**

**173, Pampisford Road**

**South Croydon CR2 6DF**

**Tel: 0208 688 4582 Fax: 0208 688 0225**

**Executive Headteacher: Mrs. Frances Hawkes**

**Head Teacher: Mrs Tessa Christoforou**

**Deputy Head Teachers:**

**Mrs C Guilmartin-Cole, Mrs M Spain**

## **Our Mission Statement is:**

The Federation of St Elphege's and Regina Coeli Catholic schools will give every child the best possible education because each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit we will follow the example of Jesus Christ in all aspects of daily life.

### **With the help of God we will.....**

The Federation of St Elphege's and Regina Coeli Catholic Schools was founded by the Catholic Church to provide education for Catholic children. The school is conducted by the Governing Body as part of the Catholic Church in accordance with its trust deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Inspired by the teachings of Christ we will...

- Develop our children's faith, spirituality and joy in the love of God
- Educate our children to the highest standards thus realising their own potential
- Instill in our children the knowledge, skills and confidence to succeed and take pride in their achievements recognising we each have special gifts and talents
- Encourage everyone to be more than they thought possible, in a secure and loving environment
- Promote a caring community where we will all behave well. We will be dignified in our actions, demonstrating good manners, tolerance, kindness and generosity to ourselves and others
- Prepare our children today to become tomorrow's responsible and independent individuals equipped to face life's challenges
- Ensure our Federation is a happy, safe and welcoming place where we all enjoy learning, work hard, support one another and do our best
- Create an active partnership of love, joy and high expectations between children, those with parent/carer (*see definition*), staff, governors, parishes and the wider community

## **Background Information**

Regina Coeli is a Voluntary Aided school in the Archdiocese of Southwark. It was built to serve the Catholic and local community. The school community supports the school because they value a distinctive Catholic education for their children. 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. For the remainder of this policy, the word Catholic refers to the Catholic Faith. Those with parental responsibility elect to apply for this school in order to ensure that the Catholic values and way of life are passed on to their children at home, in the parish and at school. Governors have full regard for these factors in the framework of this policy. The Governing Body of The Federation of St Elphege's and Regina Coeli Catholic Schools is responsible for all admissions to the school.

## **Ethos of the School**

As a Catholic School we aim to provide a Catholic Education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. 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 but whom support the religious ethos of the school. It is essential that the Catholic character of the school's education is fully supported by all the families in the school. We ask all those with parental responsibility applying for a place at the school to understand and respect the Catholic ethos and its importance to the school community.

Pupils are admitted to the Foundation Stage (Reception class) in September when the child attains the age of 4 years on or before the 31<sup>st</sup> August preceding the date of entry. Other admissions, to other year groups, can take place in September or during an academic year.

The Governors have an admission number of 60 pupils in each year group, each year. All applications for admission to Regina Coeli Catholic Primary School will be assessed in accordance with the following Admission Criteria.

A Committee of Governors consider admissions into the Foundation Stage (Reception Class) in January 2024 and for other years when places become available, using the same admission criteria. Applications for Reception places in September 2024 should be submitted before 15th January 2024.

**To apply for a place at Regina Coeli School, please complete two, (2) separate forms:**

1. The Common Application Form from Croydon Local Authority, to be returned to the Authority. Applicants who live in other London Boroughs or in Surrey may apply using the common application form available from the local authority where the child resides. Applications may also be made online through the website of the local authority where the child resides.

You should also complete the Regina Coeli Supplementary Information Form with a copy of the child's Baptismal Certificate or for children who have been received in the Catholic Church evidence of being received. For children of other faiths, a reference from the minister/faith leader.

Baptised Catholic children are those who have been Baptised or received into the Catholic Church and includes those who are members of the Ordinariate, Latin and Oriental Rite Churches that are in union with the See of Rome. A baptism certificate must be produced at the time of application for inspection by the school.

The supplementary form is available from the school and on the school website and should be returned by the 15<sup>th</sup> January 2024. It seeks information which is not collected on the LA application form but which is needed by the school to match your application to the criteria set out in this policy. Completion of a SUPPLEMENTARY INFORMATION FORM is not mandatory; however, if one is not received, the school will not be able to give proper and full consideration to your application and will not be able to apply fully the admission criteria. Without this form the application will be considered under the 'children with no religion' category.'

*Applications which are submitted late will be handled in accordance with Local Authority policy.*

**Pupils with an Education, Health and Care (EHC) Plan**

The admissions of pupils with EHC Plan are dealt with by a completely 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 below criteria. However, if admitted during a normal admission round, they will be taken into account when applying the school's admission number. Accordingly, children with an EHCP already admitted to a school will be counted towards the admission number when considering whether there is still a place available for another child without a EHCP.

## ADMISSION CRITERIA

Where the number of applications exceeds 60 the Governors will offer places using the following criteria in the order stated:-

1. Looked After Children\* (LAC) and adopted children who were previously looked after by a local authority. As a Faith School the Governors give priority to Looked After Catholic children or Looked after children in the care of Catholic families and previously Looked After Catholic children (PLAC) who have been adopted or who have become the subject of a residence or guardianship order. The Governors may consider non-Catholic Looked After Children in the care of Catholic families. The Governors will consider the individual circumstances and will seek advice from other agencies where necessary.  
***\* a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).***
2. Baptised Catholic children (*see definition*) with a sibling attending Regina Coeli school at the time of admission.
3. Baptised Catholic children without siblings attending Regina Coeli school at the time of admission.
4. All other looked after children \* **see above**
5. Other children with a sibling attending Regina Coeli school at the time of admission.
6. Children of other faiths.
7. Children of no religion.

### **Should the school be over-subscribed, the governors will apply the following criteria:**

At the point of over subscription the Governors will apply the following criteria to the group at which the over subscription occurs.

1. Exceptional circumstances (as evidenced in Part 1 of the Supplementary Information Form)  
In respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, educational welfare officer, social worker or priest).
2. Home/school distance, which is measured in a straight line from the school's front gate using the Local Authority's Geographical Information System (GIS) from the main school office entrance to the home address. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

---

### **Admission to Reception Class**

Applications are accepted up to the closing date below which is in line with the LA co-ordinated scheme.

**15th January 2024**

Offers of Places are made in line with LA Co-ordinated scheme on 16<sup>th</sup> April 2024.

---

### **NOTES/DEFINITIONS**

#### **Waiting List**

Those with parental responsibility for 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 will be operated using the same admissions criteria as above. Any offer of a place is conditional on the address at which the child resident with those with parental responsibility. Placing a child on the waiting list does not guarantee that a place will become available.

Waiting lists for entry to Reception in September 2024 will be maintained until the last day of the autumn term. Those with parental responsibility wishing to remain on the waiting list after this date must write to Croydon Local Authority by 31 December 2024, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December 2024 those with parental responsibility whose children are not already on the waiting list but who wish them so to be must make an application through the mid-term admission process. Waiting lists for other year groups will be reviewed at least once a year.

#### **Appeals**

Those with parental responsibility whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with Section 85(3) 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. Those with parental responsibility have the right to make oral representations to the Appeal Panel.

Details of the appeals procedure are obtainable from the Clerk to the Governors at the school address.

Infant classes are restricted by the legislation to 30 children. Those with Parental responsibility 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.
- 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 OUTSIDE THEIR NORMAL AGE GROUP**

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 those with parental responsibility 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 those with parental responsibility 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 those with parental responsibility 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 those with parental responsibility 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. Those with parental responsibility 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.

***“Sibling”** means a child who lives as brother and/or sister, including natural brothers and sisters, adopted siblings, stepbrothers and sisters and foster brothers or sisters. It would not include other relatives e.g. cousins.*

***“Baptised Catholic Children”** refers to children who have been Baptised or received into the Catholic Church and includes those who are members of the Latin and Oriental Rite Churches that are in union with the See of Rome.*

***“Parental Responsibility”** refers to a person who has all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his/her property. This may also apply to the Local Authority if a child is in statutory care.*

*Churches in Communion with the See of Rome:*

*ALEXANDRIAN: Coptic Ethiopian*

*ATIOCH: Malankrese, Maronite, Syrian*

*ARMENIAN CONSTANTINOPLE: Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian Ruthenian, Slovakian Ukranian, Hungarian*

*CHALDEAN: Malabar*

*ORDINARIATE*

***Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches are not in communion with the See of Rome***

**Reviewed OCTOBER 2022**