

# OUR LADY OF GRACE ADMISSION ARRANGEMENTS FOR ENTRY FROM SEPTEMBER 2025 ONWARDS



## NEWHAM CATHOLIC DEANERY PRIMARY SCHOOLS ADMISSION POLICY

**“We welcome and embrace pupils of all and no  
faiths”**

# **Our Lady of Grace Catholic Academy Trust Admission Policy for Admissions from September 2025**

The Newham Catholic Deanery Schools were founded by the Catholic Church to provide education for children of Catholic families. We also welcome and embrace pupils of all and no faiths. Whenever there are more applications than places available, priority will be given to Catholic applicants in accordance with the oversubscription criteria listed below. The schools are conducted by their Local Governing Bodies and overseen by the Our Lady of Grace Trustees as part of the Catholic Church in accordance with their trust deeds and seek at all times to be a witness to Jesus Christ.

As Catholic schools, Catholic doctrine and practice will permeate every aspect of the schools' activities. It is essential that the Catholic ethos of the schools be fully supported by all families in each school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. All applicants will be admitted to a place at a school in accordance with the admission arrangements.

The Local Governing Bodies (LGB) are the admission authorities for each school and have responsibility for admissions to their school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The LGBs have set their Published Admission Numbers (PAN) of pupils to the reception year in the school year which begins in September 2025 as shown below:

St Antony's Catholic Primary School	60 pupils
St Edward's Catholic Primary School	60 pupils
St Francis' Catholic Primary School	60 pupils
St Helen's Catholic Primary School	60 pupils
St Joachim's Catholic Primary School	60 pupils
St Michael's Catholic Primary School	30 pupils
St Winefride's Catholic Primary School	30 pupils

Each LGB will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Children with an Education, Health and Care Plan that names the school must 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.

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

## **Oversubscription Criteria**

***Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.***

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish in which the school they are applying for is situated. (see notes 3 & 10)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 5 & 6)
6. Children of other Christians denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of families of other faiths whose membership is confirmed by their religious leader. (see note 7)
8. Any other children.

***Within each of the categories listed above, the following provision will be applied in the following order.***

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 so that the application will be placed at the top of the category in which the application is made (see note 8). For school admission purposes in Newham Catholic schools a sibling is:

Siblings, adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order and foster children (only those “looked after” by any local authority).

### **Tie Break (see Appendix 1)**

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be the walking distance measured from the home to the main entrance of the school (For St Joachim’s the nominated end point is the front entrance of Newham Dockside, 1000 Dockside Road, E16 2QU, and the distance is measured in a straight line, see appendix 2). The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks. 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. See Appendix 1 for full Tie Break details.

## **Application Procedures and Timetable**

To apply for a place at these schools in the normal admission round<sup>2</sup>, you must complete a Common Application Form (CAF) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy, or on this link: [Our Lady of Grace SIF www.olog.org.uk](http://www.olog.org.uk) if you wish to apply under oversubscription criteria 1, 2, 3 and 5. The hard copy of the SIF should be returned to the school office to which you are applying by 15<sup>th</sup> January 2025.

**For each school named on the CAF a SIF must also be completed. The SIF must be returned to each school named on the CAF. If using the online SIF you may select more than one school and complete the form once and it will be forward to each school you wish to apply to.**

You will be advised of the outcome of your application on 16th April or the next working day, 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 will not be placed in criteria 1, 2, 3 or 5, 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 2025.**

## **Late Applications**

Late applications will be administered in accordance with the London Borough of Newham Primary Co-ordinated Admissions Scheme. Applicants whose common application form (CAF) is received by the third Friday in February in the year of expected admission will be sent their outcome on national offer day.

Applicants whose CAF is received after the third Friday in February in the year of expected admission will be sent their outcome within 10 days of their application – with the first offer day being five days after national offer day.

You are encouraged to ensure that your application is received on time.

## **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

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<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

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 at the school for which you are applying 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 headteacher, including the headteacher'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.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a school's waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term in July 2021.

**Inclusion in a school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places.

Newham residents and families from outside Newham wanting to apply for any schools located in Newham must use LB Newham's In Year common application form (CAF) [In year application form](#)

Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.

Application should be made to the school by contacting the school office for which you are applying.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Fair Access Protocol**

The Our Lady of Grace Academy Schools are committed to taking their fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Bodies are empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Bodies have this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, where applicable, an 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.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

## 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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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).

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. '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. All members of Churches Together in England and of 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.

7. “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 5 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.

8. ‘Brother or sister’ includes:
- i) all natural brothers and sisters, half brothers and sisters, adopted brothers and 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 address as the applicant.

*Examples of those who will not be considered as siblings:*

*Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.*

9. 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.
10. For the purposes of this policy, parish boundaries are listed below, and will be applied to the admission arrangements for September 2025. Distances will be measured from the home to the main entrance of the school, or Newham Dockside 1000 Dockside Road, E16 2QU in the case of St Joachim’s. Please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13.

<b>Parish in Newham Deanery</b>	<b>District</b>
Our Lady of Compassion	Upton Park
St Anne's & St Mark's	Custom House
St Antony of Padua	Forest Gate
St Francis of Assisi	Stratford
St Margaret & All Saints	Canning Town
St Mary & St Edward with St John	Beckton/Silvertown/North Woolwich
St Michael's	East Ham
St Stephen's	Manor Park

## **Appendix 1 - Tie Break for all OLOG schools - except St Joachim's**

If a Local Governing Board (LGB) has to decide between applicants in any of the admissions criteria, the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

### **Start point of calculation (home address)**

For calculation purposes the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

### **End point of calculation (school nominated entrance)**

The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their LGB has officially notified the LA by 31st August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

## **Route**

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and may be subject to change depending on conditions outside the control of the Admissions Service):

Unlit areas

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

## **Second Stage Tie Break**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in flats, whether they are within a block or a house, priority will be given based on the floor on which the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

## **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

*Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tie breaks.*

*Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes. **To check your own distance please visit the Newham Website and Type in School Fact Finder:** [www.newham.gov.uk/schoolfactfinder](http://www.newham.gov.uk/schoolfactfinder)*

## Home address

An address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property, OR
- An address registered with the Council as empty or derelict, OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party, OR
- Another family member or friend's address, who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements, OR
- Their child-minder's address, OR
- A PO Box address, OR
- Second or other additional properties owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year, OR
- Future addresses even if contracts have been exchanged or the Council have offered the property in writing.

The above will not be used for the purposes of allocating school places.

Where a child's natural parents are not living together and the child spends a few days in both households on weekdays, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on weekdays.

## **Appendix 2 - Tie Break for St Joachim's Catholic Primary School**

If the Local Governing Board (LGB) of St Joachim's has to decide between applicants in any of the admissions criteria, the tie break will be: straight line distance (as the crow flies), starting with the nearest address. In the event of two or more children living equidistant from St. Joachim's Catholic Primary School nominated end point (front entrance of Newham Dockside, 1000 Dockside Road, E16 2QU), the place will be decided by drawing lots, the first name drawn will be offered the place.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

### **Start point of calculation (home address)**

For calculation purposes the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance is used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

### **End point of calculation (school nominated entrance)**

The school's nominated end point used for calculation purposes is the main entrance of Newham Dockside 1000 Dockside Road, E16 2QU. No other entrance or school entrance will be used to calculate the distance unless their LGB has officially notified the LA by 31st August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

### **Route**

The shortest route is calculated using the straight line distance (as the crow flies) from home to the main entrance of Newham Dockside 1000 Dockside Road.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest straight line route to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

## **Second Stage Tie Break**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in flats, whether they are within a block or a house, priority will be given based on the floor on which the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. A member of the Admissions Committee will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St Joachim's Catholic Primary School or have any involvement with the admissions processes.

## **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then a straight line to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.