



Admissions Policy and Procedures 2026- 2027

St Philomena's Catholic Primary School is part of St Oscar Romero Catholic Academy Trust in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its Local Governing Committee as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times 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 2026, 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.
2. 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.
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.
5. 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.
6. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
7. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
8. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
9. Any other children.

Oversubscription Criteria

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:

1. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
2. 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.
3. Social, pastoral and medical needs which make the school particularly suitable for the child in question.
4. 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).
5. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system.
6. Evidence of residence may be required.
7. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

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 "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).

c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.

d. A looked after child has the same meaning as in section 22(1) of the Children Act 1989; that is, a child who is:

- in the care of a local authority; or
- 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.

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.

e. A looked after child has the same meaning as in section 22(1) of the Children Act 1989. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted.