



## Botwell House Catholic Primary School



### Reception & In Year Arrangements 2025 - 2026

***“LOVE ONE ANOTHER AS I HAVE LOVED YOU”***

Botwell House Primary School is a Catholic School intended for the education of Catholic children where we aim to provide a Catholic education for all 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 be 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 co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **90** pupils to be admitted to the **reception year** in the school year which begins in September, **2025**. Pupils whose 5<sup>th</sup> birthday falls between **1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026** inclusive are invited to apply for entry for **September 2025**.

**For children attending the school's nursery, 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.**

**THIS INFORMATION WILL BE AVAILABLE TO DOWNLOAD FROM THE SCHOOL WEBSITE  
IN A LARGER FONT**

**[www.botwellhouseschool.co.uk](http://www.botwellhouseschool.co.uk)**

### **Oversubscription Criteria**

Where more than 90 applications have been received by the published deadline, places will be offered according to the following criteria which are listed in order of priority:

1. Catholic "Looked After" children and previously "looked after" children
2. Baptised Catholics with a Certificate of Catholic practice resident in the parish of the Immaculate Heart of Mary. A map of the parish is supplied with this policy.
3. Other baptised Catholics with a Certificate of Catholic Practice.
4. Other baptised Catholics.
5. Other "Looked After" children and previously "looked after" children
6. Catechumens and members of an Eastern Christian Church.
7. Other children who have a parent who is a member of staff at Botwell House School and has been employed at the school for at least 2 years at the time of application.
8. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of the faith community.
10. Any other children.

The admissions authority will give top priority to an application within a category where compelling professional evidence is provided at the time of an application of an exceptional social, medical or pastoral need of the child that can only be met at this school. Evidence must be provided at the time of application, from a doctor, priest or social worker.

**The admissions 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 Published Admissions Number ("PAN").**

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

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note X)
- (ii) 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 after children in (i) above. (see note X)
- (iii) Thirdly, to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, after children in (i) and (ii) above.

## **APPLICATION PROCEDURES AND TIMETABLE**

Parents applying for a place in the Reception classes must submit the **eAdmissions form/online form** from your local authority and return it to them by the **15<sup>th</sup> January 2025**. You should also complete the School's **Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the admissions authority to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the **Botwell House Catholic Primary School, Botwell Lane, Hayes, UB3 2AB** together with all other relevant paperwork required for your application. If you do not complete both forms described above and return them by **15<sup>th</sup> January 2025**, the admissions authority will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. If you do not supply a SIF, this may affect your child's chance of being offered a place.

Parents will be advised of the outcome of their application by their Admissions Authority on **16<sup>th</sup> April 2025**. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

## **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 2 -3 must submit a Certificate of Catholic Practice by the closing date. The Certificate is available from your parish or from the diocesan website. It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. (NB Current Certificate of Catholic Practice means dated within one year of admission)

## **CHANGE OF DETAILS**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the school and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Admissions Authority reserves the right to withdraw the place, even if the child has already started school.

## **WAITING LISTS**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. **Names will be removed from the list at the end of the academic year.**

## **PUPILS WITH AN EDUCATION, HEALTH CARE PLAN (EHC)**

The admission of pupils with an Education, Health Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the **SEND Code of Practice**. Children with this school named in their EHC plan will be admitted.

### **CHILDREN OF CROWN SERVANTS**

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date. Confirmation of relocation address, it is important that parents are able to provide admission authorities with some certainty as to their relocation address, in order to ensure that places are allocated fairly and in accordance with each school's admissions criteria. Where a parent is unable to provide any confirmation of a relocation address, they are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return. Parents should keep admission authorities informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able to process their application. For the purpose of starting primary/secondary the application must be submitted by the deadline.

### **APPLICATIONS FROM ABROAD**

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel. Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include: • Booked flights • End of lease /notice to tenants in property • Start of employment contract in area • End of employment contract abroad If this evidence cannot be provided the application may not be processed.

### **APPLICATIONS FOR FAMILIES ARRIVING FROM ABROAD. INCLUDING FROM THE EU, FROM 1 JANUARY 2021**

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application. Read more on the government website

### **FAIR ACCESS PROTOCOLS**

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 admission round the Admissions Authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Admissions Authority for the current school year. The Admissions Authority has this power even when admitting the child would mean exceeding the published admission number.

### **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, then the school will communicate the admissions' authority' offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the admissions authority in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Admissions Authority 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 admissions authority will re-rank the list so an offer can be made.

### **RIGHT OF APPEAL**

If you are unsuccessful you may ask us for the reason for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. You will have a minimum of 20 school days from the date of offer of a school place in which to lodge an appeal. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

**NOTES** (these notes form part of the over-subscription criteria)

<p>A <b>'looked after child'</b> 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.</p> <p>A <b>'previously looked after child'</b> 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.</p>
<p><b>'Child Arrangement Order'</b>. A child arrangement order is an order under the terms of the Children Act 1989 s. 8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live with. Children "looked after" immediately before the order is made qualify in this category.</p>
<p><b>'Special Guardianship'</b>. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). A child "looked after" immediately before the order is made qualifies in this category.</p>
<p><b>'Adopted'</b> means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.</p>
<p><b>'Catholic'</b> means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.</p>
<p><b>'Certificate of Catholic Practice'</b> means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions.</p> <p>➤ Further details of these circumstances can be found in the guidance issued to priests <a href="http://rcdow.org.uk/education/governors/admissions/">http://rcdow.org.uk/education/governors/admissions/</a></p>
<p><b>'Family'</b> includes the Catholic or Catholics who have legal responsibility for the child.</p>
<p><b>'Catechumen'</b> 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.</p>

<p><b>‘Eastern Christian Church’</b> includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.</p>
<p><b>‘Children of other Christian denominations’</b> 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.</p> <ul style="list-style-type: none"> <li>➤ All members of Churches Together in England and of CYTŪN 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.</li> </ul>
<p><b>‘Definition of children of other faiths’</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>➤ A religion which involves belief in more than one God, and</li> <li>➤ A religion which does not involve belief in a God.</li> </ul> <p>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.</p>
<p>To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require and must receive a written supporting statement as evidence from an appropriate professional, such as a social worker, doctor or priest.</p>
<p><b>‘Parent’</b> means the adult or adults with legal responsibility for the child.</p>
<p><b>‘Sibling’</b> means brother or sister, adopted brother or sister, half brother or sister, step brother or sister. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.</p>
<p><b>‘Home address’</b> 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.</p>
<p>Distance will be measured in a straight line from the point set by Ordnance Survey from the front door of the child’s home and in the case of flats from the front door of the flat within the building to the front gate at Botwell House Catholic Primary School, using the shortest distance from the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority. Where two or more applicants live equidistant from the school the place will be offered using random allocation i.e. lottery. This will take place in the presence of an independent witness.</p>