St Thomas More Catholic School

To lead those in our care to grow in their faith
and to benefit from an enriching education

ADMISSION POLICY 2027-2028

Principles

"You are all sons of God through faith in Christ Jesus, for all of you who were baptised into Christ have clothed yourselves with Christ. There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus. If you belong to Christ, then you are Abraham's seed, and heirs according to the promise."

Galatians 3: 26-29

Aims

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. It is essential that the Catholic character of the school's education is 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.

Admission of Pupils

This is the only Catholic Secondary School in Haringey. The school is a mixed school, catering for the education of boys and girls between the ages of 11 and 19. The Governing Body of the school controls all admission arrangements.

The number of places allocated for yearly admissions to Year 7 is 192.

Admission Procedure

All applicants **must** complete their local authority's e-admissions form (formerly called the CAF), which is available on the website of the local authority in which the family is resident. The e-admissions form must be completed by 31st October 2026. Paper forms are available from the local authority on request. In addition, applicants should complete the **St Thomas More Catholic School Supplementary Information Form (SIF)** which is supplied in the application pack or online. The SIF should be completed and returned to the school by the closing date of 31st October 2026. If you do not complete both the e-admissions and the SIF and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Objectives

Oversubscription Criteria

The school was founded by the Church to provide education for Catholic children. In order to preserve the Catholic character of the school, Governors will give priority to admit a child with a Certificate of Catholic Practice.

Whenever there are more applications than places available, offers of places will be made using the following criteria in order of priority:

1. Catholic children 'looked after' by a Local Authority and Catholic children previously looked after (who had ceased to be looked after, due to an adoption, child arrangements or special guardianship order having been made in respect of them) and Catholic children subject to child arrangements orders or special guardianship orders immediately following having been looked after or having been in state care outside England.
2. A baptised Catholic child with a Certificate of Catholic Practice.
3. Baptised Catholics (baptismal certificate required).

4. Children 'looked after' by a Local Authority and children previously looked after, (who had ceased to be looked after due to an adoption, child arrangements or special guardianship order having been made in respect of them) and children subject to child arrangements orders or special guardianship orders immediately following having been looked after or having been in state care outside England.
5. Children of families belonging to Eastern Christian Churches, e.g. Greek Orthodox (a certificate of baptism or a letter confirming membership of the faith community will be required from a Priest) or Catechumens (this will be evidenced by a certificate of reception into the order of catechumens).
6. Christian children of other denominations whose application is supported either by a certificate of baptism or by a letter from a Minister/religious leader, showing membership of the faith community.
7. Children of other faith communities and whose application is supported by a letter from their religious leader confirming membership of the faith community.
8. Any other applicant.

Exceptional Circumstances

In addition to the above criteria, the Governing Body will give top priority to an application within a category where compelling evidence is provided of at the time of application of a particular medical, social or pastoral need which can only be met at this school. Appropriate written evidence will be provided by a professional such as a Doctor, Social Worker or Priest. The evidence must indicate how St Thomas More School can meet this need.

In each of the above criteria the presence of a brother or sister in the school at the time of admission will increase priority within each criterion. The term 'brother or sister' includes: (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or 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 home address as the child who is the subject of the application.

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number. Again, further priority in each criterion will be determined, if necessary, by proximity of the child's home to the school. Distances will be measured by the local authority in accordance with their protocols.

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 admissions round the governing body 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 governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

Notes

- **'Catholic'** means a baptized member of a Church in full communion with the See of Rome or a member 'received into 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 this includes a looked after child in the process of adoption and living with a Catholic family.
- **'Certificate of Catholic Practice'** 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. Further details of these circumstances can be found in the guidance issued to priests [http://rcdow.org.uk/education/governors/admissions/].
- **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

- **'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.
- **'Looked after child'** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
- **'Home address'** 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.
- **'Adopted'** An adopted child is a child whose parents can give proof of legal adoption.
- **'Child Arrangement Order'** A Child Arrangement order is an order under the terms of the Children Act 1989 s.8 settling in the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
- **'Special Guardianship Order'** 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). Children 'looked after' immediately before the order is made qualify under this category.
- **'Parent'** means the adult or adults with legal responsibility for the child**.**
- **'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.
- **Definition of 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.

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. This list will be maintained until the end of the academic year when names will be removed.

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 local authority will be informed and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria with the following modifications; Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. 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 governing body in the order of the oversubscription criteria (as modified above) 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 governing body will re-rank the list and make an offer.

Education, Health and Care Plan (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be considered for admission.

Children Educated Outside their Chronological Age Group

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

Admission to the Sixth Form

For admission to the Sixth Form there are specific academic entry criteria published in the Sixth Form Handbook. With an approximate capacity of 200 in the Sixth Form, it is planned to admit a minimum number of 8 external pupils into Year 12 up to capacity.

Places in the Sixth Form of the school will be distributed in accordance with the over-subscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

Appeals

When decisions on admissions are communicated to parents, unsuccessful applicants may appeal in writing stating the reasons and grounds on which they wish to appeal by Tuesday, 13th April 2027. Such appeals are to be addressed to the Clerk to the Governing Body, c/o St Thomas More Catholic School, Glendale Avenue, Wood Green, London, N22 5HN.

Certificate of Catholic Practice

Applicants applying under criterion 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practicing Catholic family.

This policy will be reviewed on an annual basis.

Date of last review: November 2025
Date of next review: November 2026

St Thomas More Catholic School is part of The Cardinal Hume Academies Trust