

THE ANNUNCIATION CATHOLIC JUNIOR SCHOOL

SCHOOL ADMISSION POLICY 2026-2027

The Annunciation Catholic Junior School within the Diocese of Westminster was founded by the Catholic Church to provide education for children of Catholic families.

The School is conducted by its Governing Board 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 Our Lord Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

As a Catholic School, 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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the School. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The Published Admission Number (PAN) for Year 3 Classes at The Annunciation Catholic Junior School is 60. The Governing Board is the admissions authority and has responsibility for admissions to this school and intends to admit 60 pupils in the school year which begins September 2026. The local authority undertakes the co-ordination of admission arrangements during the normal admission round.

The Governing Board 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 Admission's Number ("PAN").

Pupils with an Education, Health and Care Plan (see note one)

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Children with this school named in their EHC Plan 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.

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 and 3).
2. Catholic children who are resident in the parish of Our Lady of The Annunciation, Burnt Oak and who have a sibling in either the Infant or the Junior school at the time of admission. (see note 3).
3. Catholic children who are resident in the parish of Our Lady of The Annunciation, Burnt Oak (see note 3)
4. Catholic children in other parishes (see note 3)
5. Other looked after and previously looked after children (see note 2)

6. Catechumens and members of an Eastern Christian Church (see notes 4 and 5).
7. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6).
8. Children of other faiths whose membership is evidenced by a Religious Leader (see note 7)
9. Any other children who have a sibling in either the Infant or Junior school at the time of admission.
10. Any other children.

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 most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- ii. The attendance of a brother/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 8)

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by Barnet Council on the basis of a straight-line measurement between the front door of the child's home address, including the community entrance to flats and the main entrance of the school, using the local authority's computerised measuring system. 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.

Application Procedure and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available on line from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2-4 or 6 - 8. The Supplementary Information Form should be returned to the Office Manager at the school address by **15 January 2026**.

You will be advised of the outcome of your application on 16th April 2026 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 2-4 or 6-8 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 2026**.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

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. Any such request should be made in writing to the Chair of Governors at the school address at the same time as the admission application is made. The Governing Board 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 head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Governing Board 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 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 and will be held open until 31st July 2027. **Inclusion in the 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. Application should be made directly to the school by contacting the Office Manager at the school address.

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 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 Board is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Board has this power, even when admitting the child would mean exceeding the published admission number.

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services function (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 arrangement 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 living with a family, where at least one of the parents is Catholic. 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, acknowledge 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 principal 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 CYTUN 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 (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 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines a 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 a 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 or sisters, half-brothers or sisters, adopted brothers or sisters, step brothers 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.

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. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the Governing Board will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. ‘Parish Boundary’ for the purposes of this policy, the parish boundary is shown on the attached map and will be applied to the admission arrangements for 2026 to 2027 Map attached.

12. A child’s **“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.

Parish Boundaries for The Annunciation Catholic Parish, Burnt Oak

