



Admission Policy September 2025 - 2026

St Paul's Catholic College was founded by the Catholic Church to provide education for children of Catholic families. 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.

'The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be given a place at the school in accordance with the oversubscription criteria. We welcome applications from those of other denominations and faiths, or of none.'

The **Ascension Catholic Academy Trust** 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 (**excluding admission to year 12**). The admission authority has set the school's Published Admissions Number ("PAN") at **210** pupils to **year 7** in the school year which begins in September, **2025**.

HOW TO APPLY

In addition to completing your **Local Authority on line Application Form**, the Supplementary Information Form and supporting documents should be returned to the Admissions Secretary at the school by 31 October 2024 (Late Applications received will be processed after 1 March 2025). **A SIF is not required for applicants applying under categories 8,10 and 13.**

Additional copies of the policy and SIF forms are available from the Admissions Secretary or from the school website.

Please see further guidance notes at the end of this policy.

There were 773 equal preference applications for the September 2023 intake. Published Admission Number (PAN) for Year 7 students in September 2025: 210

OVERSUBSCRIPTION CRITERIA

At any time 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. Baptised Catholic looked after children (Children in Care) and/or Baptised Catholic children who were 'looked after children' (Children in Care) but have now been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been looked after, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, supported by a certificate of Catholic baptism or a letter from a Catholic parish priest.
2. Baptised Catholic children with exceptional social or medical needs, supported by a certificate of Catholic baptism.
3. Baptised Catholic Children with a Sibling (in attendance at time of admission), supported by a certificate of Catholic baptism.
4. Baptised Catholic children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made supported by a certificate of Catholic Baptism.
5. Baptised Catholic children, residing within St Lawrence's Catholic Church parish Feltham or one of the Upper Thames Deanery parishes: St Ignatius, Sunbury; St Michael's, Ashford; Our Lady of the Rosary, Staines; St Francis De Sales, Hampton Hill; St Theodore's of Canterbury, Hampton; St John Fisher, Shepperton; St Margaret of Scotland, St Margarets; The Sacred Heart, Teddington; St James's, Twickenham; St Edmund of Canterbury, Whitton; St David's Stanwell supported by a certificate of Catholic Baptism and the Certificate of Catholic Practice.
6. Baptised Catholic children, from outside the Upper Thames Deanery Parishes, supported by a certificate of Catholic Baptism and the Certificate of Catholic Practice.
7. Any other Baptised Catholic children supported by a Certificate of Catholic Baptism.
8. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
9. Catechumens and members of an Eastern Christian Church with a certificate of Baptism, or where a minister or faith leader verifies that the child is a member of the faith community by letter.
10. Other children with a sibling at St Pauls at the time of admission.

11. Children of Other Christian Denominations with a certificate of baptism, or where a minister or faith leader verifies that the child is a member of the faith community by letter.
12. Children of other Faiths where a faith leader verifies that the child is a member of the faith community by a letter.
13. Any other children.

The governing body, having accepted professional evidence provided at time of application of an exceptional social/medical or pastoral need of the child which can only be met at this school, will give top priority to that application within categories 8-13. Where the offer of places to all applications in any of the categories listed above would lead to oversubscription the following provision will be applied:

The places up to the admissions number will be offered to those living nearest to the school. Distance will be measured by the local authority as described in the tie-break note below.

SIXTH FORM

The Sixth Form is available for all existing students fulfilling the individual requirements of suitable courses. Remaining places will be offered in accordance with the over-subscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

Applications by **external** candidates for places in the Sixth Form should be made by completing a St Paul's Catholic College Sixth Form SIF and returning it to The Head of Sixth Form at the school address.

The Governors will admit a minimum of 5 external applicants to Year 12. Therefore the total PAN for sixth form (years 12 and 13) is 5 external admissions.

Maximum number of children in whole sixth form cohort = 200

NOTES (These notes form part of the over-subscription criteria).

'LOOKED AFTER CHILDREN' 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 education by them (e.g. children with foster parents).

'SIBLING'

A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

'ADOPTED'

An adopted child is any child who has formally been adopted and whose parent/guardian can give proof of adoption relative in England and Wales.

'CHILD ARRANGEMENTS ORDER'

A child arrangements order is defined in S.8 of the Children Act 1989, as amended by S.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

'SPECIAL GUARDIANSHIP ORDER'

A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'CHILDREN OF STAFF'

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same home address (Home is defined as the address where the child resides for 50% or more of the school week) and are:

- their mother or father
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

'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. A photocopy will be required and must be attached to the supplementary information form. 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.

'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 by the priest if he 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 a 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/>

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 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.

“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

‘CATECHUMEN’ means a member of the catechumenate of a Catholic Church.

‘EASTERN CHRISTIAN CHURCH’ includes Orthodox churches

EXCEPTIONAL SOCIAL, MEDICAL OR PASTORAL NEEDS

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 compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) 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 admitted.

TIE-BREAK

Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the main entrance (South Reception, Manor Lane) of the school. This is calculated using the Surrey Admission and Transport Team's Geographical Information System. Home is defined as the address where the child resides for 50% or more of the school week. Where two or more children share priority for a place, e.g. where two children live equidistant from a school, St Paul’s Catholic College will draw lots to determine which child should be given priority.

Blocks of flats, apartments or buildings where there are multiple addresses may have the same address point (where this occurs the school will draw lots to determine which child should be given priority.

In the case of multiple births, where one child is offered the last remaining place the other siblings will be admitted.

Documentation required to support a child’s application to the school

CATEGORY	DOCUMENTATION REQUIRED
1	a) Certificate of Catholic baptism or letter from parish priest. b) Proof of looked-after or previously looked-after status. c) Supplementary Information Form.
2	a) Letter from registered medical practitioner or report from social support services. b) Certificate of Catholic baptism. c) Supplementary Information Form.
3	a) Supplementary Information Form. b) Certificate of Catholic baptism.
4	a) Certificate of Catholic baptism b) Supplementary Information Form
5	a) Certificate of Catholic Baptism b) Certificate of Catholic Practice c) Supplementary Information Form
6	a) Certificate of Catholic baptism b) Certificate of Catholic Practice c) Supplementary Information Form.

7	a) Certificate of Catholic baptism b) Supplementary Information Form.
8	NO SUPPORTING EVIDENCE REQUIRED
9	a) For Catechumens a certificate/letter of enrolment in the catechumenate of the Catholic Church and for members of an Eastern Church, a certificate of baptism or reception. b) Supplementary Information Form.
10	NO SUPPORTING EVIDENCE REQUIRED
11	a) A letter from your minister confirming that the child is a member of the faith community, or a certificate of baptism or reception. b) Supplementary Information Form.
12	a) A letter from your faith leader confirming that the child is a member of the faith community. b) Supplementary Information Form.
13	NO SUPPORTING EVIDENCE REQUIRED

APPLICATION PROCEDURES AND TIMETABLE

- An on line application (CAF) from their Local Authority must be completed by the parents/carers and returned by 31st October 2024 as this is the principal application otherwise the application will not be considered.
- Supplementary Information Form (SIF) and supporting documents (as outlined in the table on page 3) should be submitted by 31st October 2024 to the Admissions Secretary, St Paul's Catholic College, Manor Lane, Sunbury-on-Thames, Middlesex TW16 6JE.
- Parents/carers will be advised by the LA on behalf of the Governors of the outcome of their applications on 1 March 2025. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

LATE APPLICATIONS will be processed after 1 March 2025

- Applications received after 1 March 2025 will be dealt with immediately and where places are not immediately available, will be added to the waiting list in order of the oversubscription criteria set out above.

WAITING LISTS

In addition to their right of appeal, unsuccessful candidates have the right to be placed on a waiting list. In order for this to happen you must put it in writing to the Admissions Secretary that you wish to be placed on the waiting list prior to 1st September 2025. This waiting list will be maintained by the governing body in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The waiting list will be cancelled at the end of the summer term 2026 and parents must reapply for 'In Year Admission' if they wish their child's name to remain on the waiting list for the following year.

PLEASE NOTE: If misleading or fraudulent information is given at any time of the application process, the Governors reserve the right to withdraw the offer of a place, even if the child has started at the school.

IN-YEAR ADMISSIONS

In-Year applications are made to the school via Surrey County Council. If a place is available and there is no waiting list, the governors will admit the child. In exceptional circumstances, as outlined in Section 3 of the school admissions code 2021, if the governing body does not consider it appropriate to admit a child with challenging behaviour outside the normal admissions round, even though places are available, they will refer the case to the Local Authority for action under Fair Access Protocol.

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.

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 as referred to in the above section 'Waiting Lists'. When a place becomes available the governing body will re-rank the list and will inform the parent that the school is making an offer.

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.

CHILDREN EDUCATED OUT OF CHRONOLOGICAL AGE GROUP

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the admission authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

PARISH BOUNDARIES

The parish boundaries for the Upper Thames Deanery listed in the admissions criteria can be found using the web links below.

<https://parish.rcdow.org.uk/ashford/contact/> St Michaels (Ashford)

<http://parish.rcdow.org.uk/hamptonhill/parish-details> St Francis De Sales (Hampton Hill)

<http://parish.rcdow.org.uk/staines/wp-content/uploads/sites/98/2013/10/StainesParishPB.pdf> Our Lady of The Rosary, (Staines)

<http://parish.rcdow.org.uk/stanwell/wp-content/uploads/sites/70/2013/10/StanwellPB.pdf> St Davids, (Stanwell)

<http://parish.rcdow.org.uk/sunburyonthames/wp-content/uploads/sites/124/2013/10/SunburyParishPB.pdf> St Ignatius of Loyola, (Sunbury)

<http://parish.rcdow.org.uk/teddington/wp-content/uploads/sites/187/2013/10/Teddington-PB.jpg> The Sacred Heart, (Teddington)

<http://parish.rcdow.org.uk/twickenham/wp-content/uploads/sites/152/2013/10/st-james-twickenham-PB.jpg> St James, (Twickenham)

<http://parish.rcdow.org.uk/whitton/wp-content/uploads/sites/73/2013/10/whittonPB.jpg> St Edmund of Canterbury, (Whitton)

<http://parish.rcdow.org.uk/hamptononthames/wp-content/uploads/sites/235/2013/11/HamptonPB.pdf> St Theodore of Canterbury, (Hampton-on-Thames)

<http://www.sjfchurch.org.uk/> St John Fisher, (Shepperton)

<https://www.stmargaretsrchurch.co.uk/> (St Margaret of Scotland, Twickenham)

<http://www.saintlawrences.org.uk/> St Lawrences (Feltham)

Parish boundary maps can be found using the following link <http://rcdow.org.uk/diocese/directory/parishes>

The Prospectus and Supplementary Information Form are available on-line at www.st-pauls.surrey.sch.uk.

Follow the link from the home page to Information/Admissions www.st-pauls.surrey.sch.uk