



FEDERATION OF  
**St Peter's and St Gildas'**  
INFANT AND JUNIOR SCHOOLS



**St. Peter-in-Chains RC Infant School**  
**Admissions Criteria 2025 - 2026**

St. Peter-in-Chains aims to provide a Catholic education for all its pupils. 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.

**Application Procedure for 2025 - 2026**

To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority (paper forms are also available on request.) You should also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body 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 school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15th January 2025**, the Governing Body will be obliged to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2025. Applications for Reception are welcome from families whose child reaches his / her 4th birthday between 1st September 2024 and 31st August 2025.

You will be advised of the outcome of your application, on or about 19<sup>th</sup> April 2025. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. 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. Appeals should be submitted to the school in writing by 20<sup>th</sup> May 2025.

In this policy applicant refers to the person making an application on behalf of a child and candidate refers to the child on whose behalf the application is being made.

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### Oversubscription Criteria

1. Catholic 'Looked-After' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after. This also includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted (Internationally adopted previously looked after children - IAPLAC).
2. Baptised Catholic children.
3. Other 'Looked-After' children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after. This also includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted (Internationally adopted previously looked after children - IAPLAC).
4. Catechumens and Members of an Eastern Christian Church.
5. Any other applicant.

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

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need **of the child**, which can only be met at this school.
- ii. The attendance of a brother / sister at St. Peter-in-Chain RC Infant School or St. Gildas' Catholic Junior School at the time of admission will increase the priority of an application within a 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.

The governing body will admit twins and all siblings from multiple births where logistically possible if one of the children is the last ranked within the school's PAN.

### Applications in previous years

For the *past* three years the governing body has been able to offer places to applicants up to criterion 5.

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### **Tie break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. In the case of equidistance from the school applicants will be ranked by random allocation in the presence of an independent witness.

### **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed.

### **Reception Year Deferred Entry**

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Applications should be made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2025. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### **Part-time attendance**

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

### **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 the governors on an individual basis and will only be granted in exceptional circumstances. In addition, the parents of a summer born child i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> August, may request that the child be admitted out of his / her normal age group, starting reception at 5 years of age. 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.

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The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received, then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related priority will be given. **Applications cannot be held over from one academic year to the next.** If permission is refused, then parents must make their admission application at the normal time.

### **In Year Admissions**

Applications for In-Year Admissions are made directly to the school. Where a place is available and there is no waiting list, the Local Authority will be notified 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. 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.

### **Notification**

All applicants will be notified in writing of the Governors' decision. Unsuccessful applicants will be told of the reason why they have not been offered a place.

### **Appeals**

An unsuccessful applicant has the right to appeal.

Applicants seeking an appeal should do so in writing, setting out the grounds on which the appeal is made. The application should be addressed to the Chair of Governors, c/o the school. An appeal must be made within 28 school days of the notification letter. **The deadline for submission of an appeal is 20<sup>st</sup> May 2025.**

The hearing of an appeal will be arranged and at least 7 school days' notice will be given of the date, time and place for hearing.

The decision and reasons underlying the verdict of the appeals panel will be sent to the appellant within 7 days of the hearing.

### **Waiting List**

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

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the list at the end of each academic year. When a place becomes available, the governing body will re-rank the list so that an offer can be made.

### **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.

Applications arriving after the closing date will be dealt with after all initial offers have been made.

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**NOTES (these notes form part of the oversubscription criteria)**

**'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 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 laws of the Church.

**'Adopted'** means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.

**'Looked after child'** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of the Local Authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**'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).

**'Child Arrangements Order'** A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 settling 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.

**'Education, Health and Care Plan'** A plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

**'Parent'** is defined as the person or persons who have legal responsibility for the child.

**'Sibling'** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child (ren) will leave before the younger one starts.

**'Resident'** means a child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

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**'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 for a child aged 7 or over.

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**Pupils with an 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 admitted to the school.

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