ST THOMAS MORE'S CATHOLIC PRIMARY SCHOOL
Hooks Lane, Bedhampton, Havant, Hants,
PO9 3DR

ADMISSION POLICY 2026-2027

Catholic Diocese of Portsmouth

St Thomas More's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body 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.

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 the admission arrangements.

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[1]. The admission authority has set its Published Admission Number ('PAN') at 45 pupils to be admitted to the Reception year group in the school year which begins in September 2026.

The admission 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school 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.

	Category Definition	Notes
Category 1	Catholic looked after and previously looked after children.	**(See notes 2 & 3)**
Category 2	Catholic children	**(See notes 3)**
Category 3	Other looked after /previously looked after children	**(See note 2)**
Category 4	Children of other Christian denominations whose membership is evidenced by a minister of religion	**(See note 4)**
Category 5	All other children	**(See note 5)**

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year

Tie Breakers

Should there be more applicants than places available in any of the above categories, priority, in the following order, will be given to: Children with siblings (See note 6) who will be attending the school at the time of admission. Children living nearer the school. Distances are measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using Hampshire County Council's Geographic Information Systems (GIS). 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 Procedures and Timetable

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the **Supplementary Information Form** attached to this policy if you wish to apply under oversubscription criteria categories 2 or 4. The Supplementary Information Form should be returned to St Thomas More's Catholic Primary School, Hooks Lane, PO9 3DR **by midnight on the 15th January 2026**.

For in-year applications the Supplementary Information Form should be returned to St Thomas More's Catholic Primary School, Hooks Lane, PO9 3DR with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on 16th April 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 may not be placed in criteria categories 2 or 4, 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[3]

Late applications will be considered after all applications received on time have been fully processed. If no places are available, parents may ask for their child to be placed on the waiting list.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon

[2] This is for admission to the school at the start of the school year in September and not for applications made in-year.
[3] In the main admissions round (Year R) the child's name will automatically be included on the waiting list of any school named on the application that was a higher preference than the school where the child was allocated a place.

receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to St Thomas More's Catholic Primary School, Hooks Lane, PO9 3DR at the same time as the admission application is made. The admission authority 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 admission authority 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. The waiting list will be held open until 31 July 2026 unless applicants request in writing to remain on the list.

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 normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the school office by calling 02392 475909 or emailing adminoffice@st-thomasmores.hants.sch.uk, or by visiting https://www.st-thomasmores.hants.sch.uk/topic/admissions

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, within a maximum of 15 school days of receipt, 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 admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Pre-School

For children attending the school's Pre-School, 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 Pre-School does not automatically guarantee that a place will be offered at the school.

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)
1. An **Education, Health and Care Plan (EHCP)** 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 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. 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 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.
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 in the process of adoption and living within 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, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.
4. "**Other Christian children**" 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 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 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.
5. "**All other children**" means any child whose parent wants them to attend St Thomas More's catholic Primary School.
6. **"Siblings"** (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.
7. 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.
8. 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.

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SUPPLEMENTARY INFORMATION FORM

2026-2027

Catholic Diocese of Portsmouth

If you are expressing a preference for a place for your child St Thomas More's Catholic Primary School in Hampshire Local Authority, and **wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to the Admissions Team at St Thomas More's Catholic Primary School, Hooks Lane, PO9 3DR by the closing date, 15th January 2026.

- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.

- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school.

- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category, and this may affect your child's chance of being offered a place.**

- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

_____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Email: _____

Please read the relevant St Thomas More's Catholic Primary School Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic looked after and previously looked after children.	☐	• SIF • Baptismal Certificate or letter of reception
2. Catholic children	☐	• SIF • Baptismal Certificate or letter of reception
3. Other looked after /previously looked after children	☐	• Verified by Local Authority
4. Children of other Christian denominations whose membership is evidenced by a minister of religion	☐	• SIF • Letter from the relevant minister of religion confirming membership of a Christian denomination
5. All other children	☐	• Address verified by Local Authority

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are St Thomas More's Catholic Primary School, Hooks Lane, Havant, Hants, PO9 3DR
- Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation Emma Howard and you can contact them with questions relating to our handling of the data. You can contact them by email at sbm@st-thomasmores.hants.sch.uk
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.

- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure which can be found at https://www.st-thomasmores.hants.sch.uk/policies/. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed……. Date……

Notes

Categories 1 & 2. Evidence of Catholic Baptism

If an application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

Category 4. Evidence for Other Christian Denominations

If an application is being made for a place at the school as a member of another Christian denomination, evidence confirming membership of that Christian denomination and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school, alternatively the evidence may be signed electronically and emailed direct to the school from the minister leader's or church's email account.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence confirming membership of a Christian denomination (where applicable) and signed by the appropriate minister leader.
- Have you completed and returned your local authority's Common Application Form?