



Richard Challoner School

ADMISSIONS POLICY 2025-26

Richard Challoner is a Catholic boys' school with Academy Status, within the Archdiocese of Southwark. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the local Catholic community; however, the Governing Body welcomes applications, subject to the availability of places, from those of other Christian denominations and other faiths who support the religious ethos of the school.

The Governors intend to admit, in September 2025, 150 students without reference to ability or aptitude. Where the number of applicants exceeds 150, the Governors will offer places in the order stated using the following criteria, but subject to:

- 12 places being offered to applicants who qualify under criterion 2 and fall within oversubscription criterion 2D (non-feeder school applicants)
- 12 places being offered to applicants who qualify under criterion 3, with priority given to those applying within criterion 3(a)

Criterion 1	'Looked After' or 'Previously Looked After' applicants who are baptised Catholics evidenced by a copy of your son's signed Certificate of Baptism
Criterion 2	<p>(a) Applicants who are baptised Catholics evidenced by a copy of your son's signed Certificate of Baptism and a signed and stamped Certificate of Catholic Practice</p> <p>(b) Applicants who are baptised Catholics evidenced by a copy of your son's signed Certificate of Baptism, but without a signed and stamped Certificate of Catholic Practice</p>
Criterion 3	<p>(a) Other 'Looked After' or 'Previously Looked After' applicants</p> <p>(b) Applicants who are baptised (where infant baptism is practised), or are members of other Christian denominations that are part of Churches Together in England, as well as Eastern Orthodox Churches. Application must be evidenced by a copy of your son's signed Baptismal Certificate or Certificate of Dedication (where applicable) and a signed letter from the Minister of religion on letterhead paper confirming membership of your son's Christian denomination</p>
Criterion 4	Applicants who are members of other faiths evidenced by a signed letter from the faith leader on letterhead paper confirming membership of your son's faith
Criterion 5	All other applicants



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OVERSUBSCRIPTION

- If the number of applicants exceeds the number of places within criteria 2, tie breakers in Sections 1 and 2 will be applied in the order stated below
- If the number of applicants exceeds the number of places within criteria 3(b) and 4, tie breakers in Section 2 will be applied in the order stated below
- If the number of applicants exceeds the numbers of places within criteria 1, 3(a) and 5, tie breakers in Section 2 will be applied in the order stated below

OVERSUBSCRIPTION TIE BREAKERS

1. The strength of evidence of commitment to the applicant's faith, where appropriate.

Priority will be allocated as follows:

(a) Applicants who have provided a Certificate of Catholic Practice

(b) Applicants without a Certificate of Catholic Practice

2. Within each level of commitment stated in 1(a) and 1(b) above, the following tie breakers will apply:

A A boy with a brother/sister on roll at the time of admission. A brother/sister is defined as a full, step or half-brother/sister, or a legally adopted brother/sister living at the same address on the date of application.

B A boy whose parent is a member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

C A boy attending one of the following 7 feeder primary schools:

- Corpus Christi Catholic Primary School (New Malden)
- Our Lady Immaculate Catholic Primary School (Tolworth)
- Sacred Heart Catholic Primary School (New Malden)
- St Agatha's Catholic Primary School (Kingston)
- St Cecilia's Catholic Primary School (North Cheam)
- St Clement's Catholic Primary School (Ewell)
- St Joseph's Catholic Primary School (Kingston)

Where there are more applicants from these feeder schools than places available, priority will be given to those applicants living in the Kingston or Sutton deaneries.

D A boy not attending one of the above-named feeder schools.



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- E Distance from the school, as measured by a straight line from the applicant's home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. All distances will be measured using Kingston Council's School Admissions computerised Geographical Information System. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots. *(Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, parents must decide who makes the application before applying to the Local Authority. Only one application can be made for the child. Proof of the equal shared care agreement and the child's residency at this address should be provided with the application in all such circumstances. If the parent with whom the child lives less of the time applies, the Local Authority will not accept that application. The Local Authority will not mediate between parents if there is a dispute or when two applications are submitted, one by each parent. Only one application will be accepted, and the final decision will rest with the Local Authority after all submitted evidence has been considered.)*

APPLICATION PROCEDURE

All applications for places **must** be made on the Common Application Form (CAF), details of which are available on your home Local Authority's website. The completed CAF **must** be returned to your Local Authority by **31st October 2024**.

If you would like your application to be considered under one of the faith criteria, please complete the school's Supporting Documentation Form (*available on our website*). If such information and supporting documentation is not provided, the Governors will not be able to apply their admission criteria and this is likely to affect your child's chances of being offered a place.

For a Year 7 admission in the normal admissions round for the year 2025-26, please submit your completed Supporting Documentation Form, together with any supporting documentation to the school by **31st October 2024** via hand, post or email at admissions@challoner.sch.uk.

Criterion 1	A copy of your son's signed Certificate of Baptism
Criterion 2	<p>(a) A copy of your son's signed Certificate of Baptism and a signed and stamped Certificate of Catholic Practice (<i>available on our website</i>)</p> <p>(b) A copy of your son's signed Certificate of Baptism</p>
Criterion 3	(b) A copy of your son's signed Baptismal Certificate or Certificate of Dedication (<i>where applicable</i>) and a signed letter from the Minister of religion on letterhead paper confirming membership of your son's Christian denomination
Criterion 4	A signed letter from the faith leader on letterhead paper confirming membership of your son's faith



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LOOKED AFTER CHILDREN

Children currently Looked After and Previously Looked After are defined as:

- Children who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made
- Children who were Previously Looked After, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002) or became subject to a child arrangement order or special guardianship order
- Looked After and all Previously Looked After children includes 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

CATHOLIC APPLICANTS

The definition of 'Catholic' means members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. In the context of school admissions, Catholic children are defined as children who are baptised or received into the Catholic Church, (children baptised or received into the Eastern Churches in union with Rome and baptised children of members of the Ordinariate).

Reminder: Catholic parents are reminded that they should send their children to Catholic schools, as required by the teaching of the Catholic Bishops of England and Wales (Catholic Bishops' Conference of England and Wales, May 2000).

CERTIFICATE OF CATHOLIC PRACTICE

A Certificate of Practice is a form signed by the parish priest to state that a child wishing to apply for entry to a Catholic Primary School or for entry into a Catholic Secondary school is a practising Catholic. This form states that the child is a practising Catholic. The precise nature of this obligation is set out in the Church's canon law. The definition of 'Catholic practice' does not impose a higher requirement than the Church itself imposes. It is capable of being applied consistently by all priests and is susceptible to proof by reasonable evidence based observations. The test is based on Mass attendance, as this is capable of being observed objectively, with a reasonable degree of accuracy.

Certificate of Catholic Practice – "Guidance for Clergy" can be found on the Catholic Education Service website <https://www.catholiceducation.org.uk/> at "School Guidance" – "Admissions".



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CHURCHES TOGETHER IN ENGLAND

The Governing Body will refer to the list of member churches on the Churches Together in England website. (Note: 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 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. A full up to date list of Churches that are members of Churches Together in England (CTE) can be accessed from the CTE website: [Churches Together in England : Member Churches list \(cte.org.uk\)](https://www.churchestogetherinengland.org.uk/MemberChurchesList.aspx).

APPLICANTS WHO ARE MEMBERS OF OTHER FAITHS

'Applicants who are members 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.

STUDENTS WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

The admission of students with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHCPs by the student's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs and Disability Code of Practice. An EHCP student naming the school will be admitted if the school deems their needs can be accommodated and will reduce the total number of places on offer by one.

FAIR ACCESS PROTOCOL

The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with paragraph 3.17 of the School Admissions Code 2021. Admitting children under the protocol may require the school to admit above the planned admission number for the relevant year group. It is possible that when a child is directed under the Local Authority's Fair Access Protocol, they will take precedence over those children already on the waiting list.



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IN-YEAR ADMISSIONS

Applications for a place at the school in-year (other than at the start of Year 7) must be made through the Kingston Admissions Team regardless of whether the child lives in-borough or not. Any supporting documentation referred to in Section “**APPLICATION PROCEDURE**” above, if relevant, should also be completed and returned to the school, to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above and, in the event of the Governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child’s name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

EDUCATION OUT OF A CHILD’S CHRONOLOGICAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Although not a requirement, parents have the responsibility to provide evidence to support their application should they choose to. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- Complete the Local Authority common application form or the in-year admission form, as appropriate
- Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application

The Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent’s views
- any available information about the child’s academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Headteacher

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group and it is the governing body who, having considered the circumstances of each individual case, will make a decision.

APPLICATION TO THE SIXTH FORM

Please refer to our separate Admissions Policy for entry into our Sixth Form.



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WAITING LIST

Parents of children who have not been offered a place at the school are offered the opportunity for their child's name to be placed on the waiting list, which will be maintained using the same admissions criteria listed above. It should be noted that, no matter how long a child's name has been on the waiting list, his position may change if the school adds an application to the list which has a higher priority according to the oversubscription criteria. Placing a child's name on the waiting list does not guarantee that a place will become available and does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the Local Authority's fair access protocol, they will take precedence over those children already on the list. The waiting list will be maintained until 30th June 2026 in line with Kingston Council's waiting lists being cleared-down at that date. If parents would like to remain on the waiting list after this date, they must re-apply via Kingston Council.

LATE APPLICATIONS

Under the agreed terms of the co-ordinated secondary scheme, late applications for entry into Year 7 will not be considered until after all applications received by the closing date, unless proof is provided that there were exceptional reasons that prevented an application being submitted on time.

APPEALS

If you are unsuccessful in gaining a place at Richard Challoner School, you can appeal against the decision of the Governors to an Independent Appeals Panel, which the Governors have established under the terms of the relevant Education Act.

Appeal forms will be available from the school office after the national offer date of 1st March 2025.

The school's admission arrangements were determined on 24th January 2024 and will be reviewed annually by the Governing Body during the Autumn Term.

RICHARD CHALLONER SCHOOL
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“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner

*Richard Challoner School is a charitable company limited by guarantee registered in England and Wales
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