



***This policy refers to admissions in September 2025***

Salvatorian College is a Roman Catholic Academy in the trusteeship of the Society of the Divine Saviour (the Salvatorians). Located in the London Borough of Harrow, its prime purpose is the education of Catholic pupils aged 11-18 in Harrow and the surrounding area.

As a Catholic school, we aim to provide a Catholic education for all our pupils. 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 expect all applicants to give their full, unreserved, and positive support for the principles underlying our educational ethos, which are that a Catholic education must:

- encourage the formation and growth to maturity of the whole human person;
- enable physical, moral and intellectual talents to be developed harmoniously;
- teach all to know and live the mystery of salvation;
- assist all to work towards their eternal destiny;
- promote the common good of society;
- ensure that all develop a greater sense of responsibility and a right use of freedom; and
- provide formation for every person to take an active part in social life.

The published admission number (PAN) for admissions to Year 7 is 150 pupils. The Governing Body has sole responsibility for admissions and will admit a maximum of 150 boys to Year 7 in September 2025. When there are more than 150 applications, places will be offered according to the following order of priority:

**GENERAL GUIDANCE**

The Governors will give top priority within a category to any applicant whose child has an exceptional educational, social or medical need which can only be met at this school and for which compelling professional evidence is supplied at the time of application.

Applications from children of multiple births, e.g. twins, triplets, etc. In cases where only one place is available and twins/triplets tie for the last available place, then all will be offered a place even if this exceeds the planned admission number.

Separate application procedures apply to children with an Education, Health and Care Plan.

**OVERSUBSCRIPTION CRITERIA**

1. Baptised Catholic (see **Note A**), looked after children (see **Note B**), and Baptised Catholic children who have been adopted (see **Note C**) (or subject to child arrangements orders or special guardianship orders (see **Note D**) immediately following having been looked after).
2. Practising baptised Catholic children with an older sibling (see **Note E**) who will be attending the school at the time of admission.

3. Other practising baptised Catholic children.
4. Other baptised Catholic children.
5. Other looked after children and other children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
6. Children of other Christian denominations whose application is supported by a letter from a minister/religious leader, showing membership of the faith community. (see **Note F**).
7. Children of other faiths whose application is supported by a letter from a minister/religious leader, showing membership of the faith community. (see **Note G**)
8. Any other applicants

**NOTES:**

**A) Practising Catholic** A 'Practising Catholic' is someone for whom a 'Certificate of Catholic Practice' has been issued. A 'Certificate of Catholic Practice' is 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 if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he 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 the 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/>

**B) Looked after child** means a child in the care of the Local Authority or provided with accommodation by them, e.g. Catholic children with foster parents (see Section 22 of the Children's Act 1989).

**C) Adopted** means an adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders), including those who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as result of being adopted.

**D) Child Arrangements Order.** A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

**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).

**E) Sibling** means full, half or step.

**F) “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.

**G) “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.

**H) Parent** means the adult or adults with legal responsibility for the child.

## **GEOGRAPHICAL PROXIMITY**

Where the offer of places to all the applicants in a category would lead to oversubscription, places will be offered on the basis of proximity to the school as measured in a straight line from the address point of a home to the centre point of the school site. Distance is calculated by the London Borough of Harrow using a computerised mapping system based on Ordnance Survey and address data. In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the available place will be allocated using a random computer selection.

**N.B.** A child is deemed to be resident at a particular address when he resides there for more than 50% of the school week.

## **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made via the Local Authority. If a place is available and there is no waiting list then the Local Authority will be informed and the child 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, with the following modification: Catholic children without an offer of a school place elsewhere are

given priority immediately after other practising Catholic children. If a place cannot be offered at the time of application the reasons for refusal will be supplied and information will be provided about the right of appeal. The opportunity of being placed on a waiting list will be offered.

## **CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

A request may be made for a child to be admitted outside 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 Admissions Officer at the same time as the admission application is made. The Admissions Committee 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 Admissions Committee will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. The Admissions Committee may also have regard to guidance issued to admissions authorities on the admission of children outside their normal age group.

Where the application is agreed in principle, the Admissions Committee will write to the parents confirming this. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Admissions Committee will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has been submitted, it will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available. The application for admission must be accompanied by the letter confirming the Admission Committee's agreement in principle.

This means that even where the Admissions Committee has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child.

## **CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS**

The school will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the school, or the children of Crown Servants returning from overseas to live in the area of the school, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do.

The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this Admission Policy.

## **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 priority to a Catholic 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.

## YEAR 7 APPLICATION PROCESS

Applications should be made in the first instance through the eAdmissions ([www.eadmissions.org.uk](http://www.eadmissions.org.uk)), the online portal for applying to reception, junior, and secondary school, supported by the 33 London Local Authorities and Surrey County Council.

**School Supplementary Information Forms** may be obtained from the school website and should be returned, together with a copy of your son's Baptism certificate, to the Admissions Officer, Salvatorian College, **on or before 31<sup>st</sup> October 2024**.

Applications received after this date will be classified as 'late', meaning they will not be processed until after all other administrative procedures have been completed.

It is essential that **all relevant details are sent in at the time of application** so that the criteria for admission may be applied fairly. If not, the chance of a place may be jeopardised.

**The Governors' Admissions Committee will meet in January to consider all applications. The Local Authority will write to all applicants to let them know their decision on 1<sup>st</sup> March 2025.**

**If you are offered a place, the onus is on the applicant to contact the school by Monday, 15<sup>th</sup> March 2025 to confirm whether the place is accepted. Unaccepted places will be allocated to applicants on the waiting list.**

## APPEALS

Unsuccessful applicants who wish to appeal should do so in writing, stating the grounds for appeal, to:

The Governance Professional  
Salvatorian College  
High Road  
Harrow Weald  
Middlesex, HA3 5DY

In the case of over-subscription a waiting list will be drawn up.

This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and make an offer.

Admission to the waiting list will be in accordance with the Admissions Criteria.

**Please note: Closing date for the receipt of any appeals: Wednesday, 1<sup>st</sup> June 2025.**

## ADMISSION TO THE SIXTH FORM

Places will be made available for Year 11 pupils on roll (internal candidates) who fulfil the academic entry requirements for the sixth form. The published admission number (PAN) for external candidates to Year 12 is 20 students. The school will admit external candidates in accordance with the oversubscription criteria above, subject to applicants meeting the academic entry criteria. Applications must be made through the Sixth Form Application

Form available from the school website. When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress until the year group is at capacity.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

**These Admissions Arrangements were determined by the Admissions Authority  
at the meeting of the Board of Directors on 28 February 2024.**