



**This policy refers to admissions in September 2027**

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 boys 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.

The published admission number (PAN) for admissions to Year 7 is 150 boys. The Academy Trust has sole responsibility for admissions and will admit a maximum of 150 boys to Year 7 in September 2027. When there are more than 150 applications, places will be offered according to the following order of priority:

**OVERSUBSCRIPTION CRITERIA**

1. Catholic looked-after and previously looked after boys.
2. Catholic boys with a sibling who will be attending the school at the time of admission.
3. Catholic boys who are currently attending Catholic Primary Schools in the London Borough of Harrow, namely St Anselm's, St Bernadette's, St George's, St John Fisher, St Joseph's and St Teresa's.
4. Other Catholic boys.
5. Other looked after and previously looked after boys.
6. Catechumens and member of an Eastern Christian Church boys.
7. Boys of other Christian denominations whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
8. Other boys with a sibling who will be attending the school at the time of admission.
9. Other boys who are currently attending Catholic Primary Schools in the London Borough of Harrow, namely St Anselm's, St Bernadette's, St George's, St John Fisher, St Joseph's and St Teresa's.
10. Boys of other faiths whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
11. Any other boy applicants.

It is very important to submit a Supplementary Information Form (SIF) to Salvatorian College directly, to support an application under criterion 1-10. The SIF can be found on the school's website under the admissions tab.

## **NOTES:**

**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.

**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.

**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 arrangement 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.

**Sibling** means a child's brother. Sibling is defined in these arrangements as children who live as brother in the same house, including natural brothers, adopted siblings, stepbrothers and foster brothers. The sibling priority does not include cousins or other extended family members who live in the same household.

**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.

**Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**Children of other Christian denominations** mean: 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 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.

**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.

**Parent** means all natural parents or the adult with legal responsibility for the child.

## **YEAR 7 APPLICATION PROCESS**

Applications should be made in the first instance through the eAdmissions online portal: [www.eadmissions.org.uk](http://www.eadmissions.org.uk) when applying to reception, junior, and secondary school, supported by the 33 London Local Authorities. 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 31st October 2027.

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 Academy Trust's 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 1st March 2028. If you are offered a place, the onus is on the applicant to respond within two weeks to confirm whether the place is accepted. Unaccepted places will be allocated to applicants on the waiting list.

## **GEOGRAPHICAL PROXIMITY**

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.

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 at the time of application 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.

## **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 Academy Trust in accordance with the oversubscription criteria, with the following modification: Catholic boys without an offer of a school place elsewhere are given priority immediately after other Catholic boys. 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 WITH AN EDUCATIONAL HEALTH CARE PLAN (EHCP)**

An Education, Health and Care Plan 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.

The admission of boys with an EHCP is a separate procedure to this admissions process. Details of this procedure are set out in the Special Educational Needs Code of Practice. If your son has an EHCP you must make an application through your local authority SEN officer.

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

A request may be made for a boy to be admitted outside their normal age group, for example if the boy 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 boy 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 Admissions Committee's agreement in principle. This means that even where the Admissions Committee has agreed in principle to a boy being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the boy.

## **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 boys 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 boy's home address for the purpose of applying this Admission Policy.

## **FAIR ACCESS PROTOCOLS**

The school is committed to taking its fair share of boys who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Academy Trust is empowered to give priority to a Catholic boy where admission is requested under any local protocol that has been agreed by both the Diocese and the Academy Trust for the current school year. The Academy Trust has this power even when admitting the boy would mean exceeding the published admission number.

## **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 Academy Trust 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 Academy Trust 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: Tuesday, 1st June 2028.

## **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 academic entry requirements will be published annually. 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 authorised for consultation by the Admissions Authority at the meeting of the Academy Trust in October 2025.