

Coloma Convent Girls' School

Admission Policy – Years 7 to 11

September 2025-2026



Approved by: Local Governing Committee 6th December 2023

For entry to Years 7 to 11 in September 2025

Coloma Convent Girls' School is a member of the South East London Academy Trust (SELCAT) in the Diocese of Southwark and is in the trusteeship of the Diocese of Southwark.

The school is conducted as a Catholic school for girls in accordance with the Code of Canon Law and also in accordance with the Deed of Incorporation of the Congregation of the Daughters of Mary and Joseph who founded the School.

Admission Numbers

Having consulted with the Local Authority, the Diocese and other admission authorities, the governors intend to admit into Year 7, in September 2025, a planned admission number (PAN) of 150, without reference to ability or aptitude.

Admissions to the school are made by the Governing Body.

Governors will consider all applications received.

Only one application per child is permitted in an academic year.

Parents/carers must make application for admission to Year 7 by completing the Common Application Form provided by the Local Authority (LA) in which the applicant lives and be returned to the LA by the closing date set nationally (31 October).

Parents/carers should complete an Admissions Administration Document which should be returned to the school by the national closing date (31 October).

Places will be offered in accordance with the following order of Criterion priority. 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 Latin or Oriental Rite Churches in Union with Rome and children of members of the Ordinariate (proof of baptism, if applicable, must be provided to the school.)

Where the number of applications exceeds 150, the Governors will offer places using the following criterion in the order stated below:

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted (see Note 5). A baptismal certificate or evidence of reception into the Catholic Church must be provided (see Note 1).

2. Baptised Catholic children, in possession of a Certificate of Catholic Practice (see Note 2). A baptismal certificate or evidence of reception in to the Catholic Church must be provided (see Note 1).
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided. (see Note 1).
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership will be required.
8. Any other children.

Sub-Criteria (tie-breakers)

Within those applicants fulfilling Criterion 2 - 8, (with the exception of sub-criteria (c) which solely applies to Criterion 2 and 3, unless places remain after all Catholic children have been admitted), the following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- A. The presence of sibling(s) living at the same address (see Note 3).** Evidence of the relationship may be required. The governors 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 published admissions number i.e. the 151st place.
- B. Medical, social and pastoral grounds relating to the child.** Strong and relevant supporting evidence from an appropriate professional authority e.g. medical consultant, education welfare officer, social worker or priest, submitted at the time of application, considered at the discretion of the Governors. Supporting evidence should set out the specific reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. The Governors will seek advice from medical, educational, social care professionals or parish clergy where appropriate.
- C. Proximity to the school of the child's home address,** the distance measured in a straight line from the centre of your home address to the centre of the school site by the local authority. Evidence of residence may be required. 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.

Notes:

1. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in Union with the Bishop of Rome.
2. Sibling(s) means children who live as sisters including natural sisters, adopted siblings, stepsisters and foster sisters at the same address. It would not include other relatives (i.e. cousins).
3. Home refers to the primary home address at which the child lives for the majority of their time. For children who live in a shared-care arrangement, we consider the principal home address as being the address at which the child is registered while attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of state benefit for the child.
4. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a 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 application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the Admission Authority) to have been in state care outside of England as a result of being adopted.

Admissions procedure

The Common Application Form (CAF) required by your home Local Authority (the borough in which you reside) should be completed and returned to the home Local Authority not later than the national closing date (31 October). The CAF is completed using the e-Admissions online platform, please contact your home Local Authority for support with this process if necessary.

The CAF for Coloma Convent Girls' School and the Certificate of Catholic Practice (if applicable) should be completed and submitted to the school not later than the national closing date (31 October), together with additional supporting documents you may wish to include. The Certificate of Catholic Practice is not mandatory and is only required for those applying under Criteria 2 of the policy; the school will make a copy of the Certificate of Catholic Practice and return the original to you. The Certificate of Catholic Practice form can be accessed here: [COCOP](#)

A copy can also be downloaded from the school website or a hard copy obtained from the school.

Offers of places will be sent to parents by their home Local Authority on the national offer date (1 March).

Education, Health and Care (EHC) Plan

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC Plans by the pupil's home local authority.

Details of this separate procedure are set out in the SEND Code of Practice. Pupils with an EHC Plan naming the school will be admitted without reference to the above criteria.

Appeals

Parents/Carers who apply and are not offered a place for their child have a right to appeal to an Independent Appeal Panel in accordance with the School Standards and Framework Act 1998. Parents/Carers will be advised of their right to appeal following a request to the school from the parent/carer as to the reason why a place has not been offered. In addition, the appeals timetable, appeal form and appeals information booklet is published on the school website Admissions/Appeals page. The online appeal form is available from the school website at www.coloma.croydon.sch.uk

Parents/Carers who experience a problem using the online form should contact the Clerk to the Independent Panel by email at: clerk@educationappeals.com

Waiting List

Unsuccessful applicants will automatically be placed on the waiting list if the offered school is of a lower preference than Coloma on the applicant's Common Application Form. Should a vacancy occur, the Governors will apply the above Admissions Criteria to determine who should be offered a place. Names will remain on the waiting list until the end of the academic year in which the application was made.

Parents/carers wishing to remain on the waiting list in subsequent years must complete an in-year Admissions Administrative Document no earlier than the start of the following academic year. The In-year Admissions Administrative Document is available from the school website <https://www.coloma.croydon.sch.uk/admissions/year-7-11-admissions/admissions> The completed form with relevant supporting documents should be submitted to the school via the Admissions Officer for the attention of The Clerk to the Admissions Committee.

Fair Access Protocol

The school participates in the local authority's Secondary Inclusive Practice Forum which was previously known as the Secondary Fair Access panel. The forum exists to allocate places to vulnerable and other children in accordance with the School Admission Code. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, 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.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to Secondary education i.e. Year 7, will also apply to succeeding years, and be subject to the availability of places.