

ADMISSIONS POLICY

September 2023- August 2024



YSGOL GYNRADD GATHOLIG PADARN SANT

Date Adopted: Autumn Term 2023

Date of Review: Autumn Term 2024

David Greaney, Chair of the Governing Body

Signed: *David Greaney*

St Padarn's Roman Catholic Primary School Admission Policy

September 2023 – August 2024

Overview

St. Padarn's Catholic Primary School is a voluntary aided Catholic school which operates in the Catholic community of the Parish of Aberystwyth, within the overall provision of the Diocese of Menevia. It is maintained by Ceredigion Local Authority.

As parents, one of the most important decisions we make for our child is where to send them to school. We naturally want the best for them. We want them to grow and develop throughout their school life in a happy and secure environment where they will be nurtured and respected as individuals within a strong community.

At St. Padarn's Catholic Primary School we believe that faith, life, and education grow together. We are driven in all our actions and decisions by our Mission Statement, 'As we follow in Jesus' footsteps, we grow in faith, love, and learning'.

The aim of the Governing Body is to offer a Catholic education and ask parents applying for places for their children to support the Catholic character and ethos of the school. St. Padarn's Catholic Primary School fully respects the beliefs of parents, carers and children of all denominations and backgrounds. Pupils at St. Padarn's are taught respect and tolerance for others and there is also provision in the Religious Education programme for learning about different religions.

The Governing Body of St. Padarn's Catholic Primary School will act in accordance with the relevant provisions of the statutory Codes of Practice (Welsh Government Admissions and Appeals 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

The Governing Body will establish an admissions committee to consider all applications for admission to the school. The minimum membership of the admissions committee is the head teacher plus two governors. The head teacher is a member of the admissions committee; however, the head teacher has no individual role in school admissions and has no individual power to accept or refuse admissions. All applications for admission must be considered by a quorate meeting of the admissions committee.

Admission Number and Capacity

The admission number is a measure of the capacity of the school and is determined using a formula provided by Welsh Government and measured by the Local Authority. The current admission number for the reception class is 19. The capacity of the school is 134 pupils.

Application Forms

All prospective parents should express a preference in writing, filling in the St Padarn's Catholic Primary School application **and** the Ceredigion County Council online admissions application form. The school's application forms are provided by the school on request. They are also to be found in

the school prospectus or on the school website. The Ceredigion online admissions application form can be found on the Ceredigion County Council Website under the section 'Schools'. **Both forms are required to be completed.**

Deadline for Receipt of Primary Admission Applications

Admissions will take place termly in January, April, and September. The closing date for receipt of applications for admissions for the following academic year is 31st January. Applications for admission during the Year 2025 (Spring, Summer, and Autumn Term intake) will be required by 31st January 2024. All applications submitted through the School and the County online forms will be considered together, by the admissions committee, following the deadline. In the event of oversubscription, the criteria shown below are applied.

Early and Late Applications

All applications will need to be completed and submitted by the closing date. After the closing date, all applications received by that date will be considered. Applications received after that date will be deemed to be late (unless there are exceptional reasons) and only considered after those received by the closing date.

An exceptional reason would be any situation that prevented the family from applying on time. In this case, the family should include supporting documents with the application.

Admissions at Other Times

Admissions to Schools outside the normal cycle e.g., for those moving into the county or transferring schools, will be considered in the same way as those applying for entry at the usual time.

Deferred Entry

In Ceredigion a child may be admitted to a primary school at the beginning of the term following his/her 4th birthday. However, legally parents may defer entry until their child is of compulsory School age (i.e. their 5th birthday) but parents will still need to apply for a school place at the same time as the non-deferred applications.

Admission Committee Meeting

The admissions committee will assess applications for admission to the school, using the information provided on the school and county application forms. Where the number of applications is equal to or less than the admissions number, all applications will be accepted. Where the number of applications exceeds the number of places available, the admissions committee will apply the following oversubscription criteria and allocate places, accordingly, remembering that as a Catholic

School it is our obligation to provide a Catholic education for baptized Catholic children. Priority for places will be given according to the criteria and not according to the date the application was submitted.

Oversubscription Criteria

Where the number of applications exceeds the number of places available the admissions committee will apply the following over-subscription criteria in this order of priority.

“Oversubscription Criteria” (see sections 2.47 and 2.32 of Welsh Government's Admissions Code regarding children who are looked after)

1. Baptised Catholic children who are looked after or have been previously looked after.
2. Baptised Catholic children in the parish served by the school.
3. Baptised Catholic children.
4. Children who are looked after or have been previously looked after.
5. Children who will have a sibling in the school at the time of admission.
6. Baptised children from other Christian traditions.
7. Children whose parents seek a Catholic education.

All baptised Catholic and Christian children must provide proof of baptism. Failure to do so will result in the admission application being considered under Criterion 7.

Offers / Waiting List

Parents will be informed in writing by the school of the outcome of their admission application on 16th of April 2024. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and information on how to appeal the decision.

Applicants who are not accepted will be placed on the school's waiting list. Applicants will remain on the waiting list until the 31st of August in the school year in which they apply. Please be aware that the position of a child on a waiting list may change as applications may be received that have a higher priority as per the school's admissions oversubscription criteria. In the event that places become available, the applicants on the waiting list will be reviewed against the oversubscription criteria and offers made to fill available places.

Moving to the Area

Parents planning to move into the area should apply no earlier than a term in advance of their children's anticipated start date. e.g., if a place is required in the spring term, then the application should be submitted no earlier than the start of the preceding autumn term. Applications received more than a term in advance will be held until the appropriate time. Delays in moving into the area may result in offers being withdrawn.

Where a family is moving, and parents apply for admission to a school based on their new address the Local Authority may take steps to verify the arrangements. The LA will accept either:

- a solicitor's letter stating that the contract has been exchanged and specifying a completion date,
- a signed and dated tenancy agreement.

If proof of the new address cannot be given, then the application will be based on the current address.

Appeals

If parents are unsuccessful in obtaining a place for their child at the school, then they will be notified in writing of the reason(s) why a place has not been secured and of their right of an independent appeal. Any appeal against non-admission to the school must be made in writing within fourteen days (ten working days) of the date of notification that an application for a place was unsuccessful. The letter of appeal should be addressed to The Chair of Governors, c/o St Padarn's Catholic Primary School, Llanbadarn Road, Aberystwyth, Ceredigion SY23 1EZ.

NOTES

- Siblings are defined as: pupils with full, half or stepbrothers or sisters, or adoptive or foster children, who are attending the preferred school, and are living in the same household at the time of admission.
- Where the last child to be admitted is one of a multiple birth, the other multiple birth siblings will be admitted as excepted pupils.
- If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.
- In the event of it not being possible to offer places to all applicants in a given criterion, places will be offered, in order, to those pupils who live nearest to the school as measured by the shortest, safe walking distance between the main school gate and the point where the pupil's dwelling meets the public highway. The home address of a pupil is considered the permanent residence of a child. The address must be the child's only or main residence for most of the school week. Documentary proof of address must be provided.
- Compelling medical or compelling social grounds: written reasons and recommendations from a medical practitioner or social worker, giving detailed reasons why the pupil should be admitted to the school, must be provided in support of the application.

- Children attending St Padarn's Playgroup will need to make a fresh application for a place in the reception class at St Padarn's Catholic Primary School. Attending St Padarn's Playgroup does not guarantee a place in the reception class of the school.

GDPR Statement

For all successful applications, the data contained in the application form will be stored on the school/ county management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the school. Under the Data Protection Act, individuals have the right of access to personal information held about them, and also, the right for any errors to be corrected.

Signed & dated: David Greaney (Chair of Governors)

Signed & dated: E. Brophy (Headteacher)