

**Tyfu mewn Cariad**

**YSGOL SANT JOSEFF**



**BAE COLWYN**

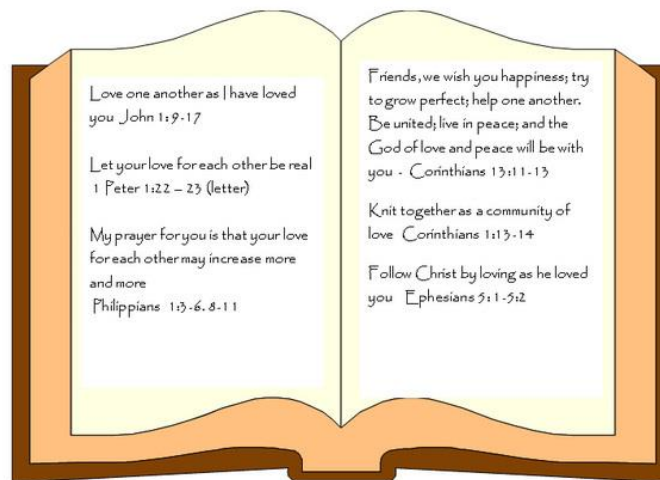
**Grow in Love**

# 4. ADMISSION POLICY

**2025 - 2026**

**Policy Valid reviewed annually  
Policy owned by Headteacher**

Grow in Love



St Joseph's Catholic Primary  
School

Mission Statement

**For and on behalf of the  
Board of Governors**

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**Headteacher**

.....

**Date:**

This admissions policy has been formally adopted by the governing body of St. Joseph’s Catholic Primary School, Colwyn Bay. As a voluntary aided school, the governing body is the admissions authority and is responsible for the school’s admissions arrangements. It is guided by the law and by its duty and responsibilities to the Bishop and the Trustees, to preserve the Catholic character of the school and to maintain provision according to the Church’s work in education.

St. Joseph’s Catholic Primary School is in the Diocese of Wrexham and serves the parish of St Joseph’s, Colwyn Bay. As a Church school, we ask all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for a place here.

The published admission number (PAN) for the school is 30. The School Standards and Framework Act 1998 requires LA’s and Governing Bodies to admit pupils up to the school’s pupil admission number.

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – that is, any child who is three by the 31<sup>st</sup> August can be admitted in September. Nursery class is not a statutory provision; admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round. There are 30 places available in the Nursery class. If application numbers exceed this limit, then the oversubscription criteria below will be followed.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who reaches the age of four by 31<sup>st</sup> August can be admitted in September. A parent may defer their child’s entry until the term following their fifth birthday.

Admission forms, for Nursery and Reception classes, can be obtained from the school. Applications for a place in the Nursery must be made on the correct form and returned to the school, together with Baptismal certificates (where appropriate) no later than **17 February 2025**. Applications for a place in the Reception class must be made on the correct form and returned to the school, together with Baptismal certificates (where appropriate) no later than **18 November 2024**.

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after closing date for admissions, made in accordance with the criteria set out below. All parents will be informed of the success or otherwise of their application for a place in Nursery on offer day **6<sup>th</sup> May 2025**. All parents will be informed of the success or otherwise of their application for a place in Reception on offer day **16<sup>th</sup> April 2025**.

If a place is offered, accepted and the child does not start immediately, the place will only remain open for 30 days from receipt of acceptance.

A ‘Reserve List’ will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the ‘Reserve List’ until the 30 September in the school year in which they apply. If additional places become available while the ‘Reserve List’ is in operation they will be allocated to children on the list on the basis of the oversubscription criteria listed below. After 30 September parent/carers may request, in writing, that their child’s name is placed on the ‘Waiting List’ (see explanation later in policy).

Class	Admission forms available to parents w/c	Parents’ consideration period	Closing date for receipt of completed forms	Parents informed by:
Reception	23/09/2024	23/9/24 to 18/11/24	18/11/2024	16/04/2025
Nursery	23/09/2024	23/9/24 to 17/02/25	17/02/2025	06/05/2025

## **Late Applications and applications outside the normal admissions round**

All late applications will be considered following the allocation of places on offer day and will be subject to our oversubscription criteria (detailed below)

Applications for places in any class, outside the normal admissions round, will be accepted, up to the Published Admission Number (PAN) of 30. Applications which would result in the PAN being exceeded, will be rejected.

Where an application for a place is rejected, parents will be informed in writing and this letter will include guidance on their right to appeal (see below).

In the rejection letter, parents will be invited to have their child's name placed on a 'Waiting List'. This request must be made in writing. Names will remain on the 'Waiting List' for the remainder of the academic year in which their application is received. Each subsequent September, parents of children on the 'Waiting List' will be required to confirm (through any direct means of communication) that they wish their child's name to remain on the list. If a place becomes available in any class, it will be offered to parents in the order on the 'Waiting List' (i.e. earliest request first and latest request last)

If a place is offered, accepted and the child does not start immediately, the place will only remain open for 30 days from receipt of acceptance.

## **Admission appeals**

Nursery education is not statutory provision and parents have no right of appeal under the 1998 School Standards and Framework Act if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child can appeal to an Appeals Panel. This appeal must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.

The appeal will be considered by an admission Appeals Panel, nominated by the Diocese according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

## **Looked after and previously looked after children.**

Looked after and previously looked after children are a priority. If the school is oversubscribed, these children will be admitted before others, except those with a statement of special education needs that names the school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of ability, race, nationality or national or ethnic origin.

## Oversubscription Criteria

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

1. Looked after children and previously looked after children.
2. Baptised Catholic children whose home address is within the parish boundaries named for the school.
3. Catholic children whose home address is outside of the parishes served by the school for whom this is their nearest Catholic school.
4. Children who will have an older sibling attending the school in **September 2025**; so not in Year 6. (see definition of sibling in the later section of the policy)
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other faith traditions whose parents express a desire for a Church School education.
7. Pupils who have no particular faith background but whose parents desire a faith-based education for them in a Catholic school.

Please note, *any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.*

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application should also complete a St Joseph's Registration Form. Failures to complete a St Joseph's Registration Form and provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school with the safest travelling route. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

## Definitions used under the policy

### 'Parents'

This includes all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

### 'Parental Responsibility'

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them

- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1<sup>st</sup> December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

### **'Sibling'**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half brother or half sister or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **'Residing In' and 'Home Address'**

The home address will be the address used for correspondence and is determined by where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the local authority. Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

### **'Baptised Catholic'**

These are children who are baptised Catholic or have been formally received into the Catholic Church. Applicants seeking admission under criteria 2 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice.

### **Review**

This policy will be reviewed every year in the light of any changes in legislation or change in local circumstances.