



School Admission Policy 2024 – 2025

"I have come that they may have life, and have it to the full" (John 10:10)

Policy Type	Policy Number	Prepared By (Job Title) and Date
Statutory	SPOL9	SBM and Admissions Committee Autumn 2018
Approval Date	Review Frequency	Review Due Date
	Annually (Statutory Frequency)	Autumn 2023
Signed on behalf of the Full Governing Body		

St Patrick's and Shrewsbury Cathedral are Catholic Primary Schools under the Trusteeship of the Diocese of Shrewsbury. Telford & Wrekin Council (LA) maintains St Patrick's and Shropshire Council (LA) maintains Shrewsbury Cathedral. As Voluntary Aided Schools, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions to the schools. The Local Authorities undertake the co-ordination of admission arrangements for their respective school.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all Parents and Carers applying for a place for their child(ren) at our schools to respect this ethos and its importance to the federation community. This does not affect the right of Parents and Carers whose children are not of the Faith of these schools to apply for and be considered for a place at either of them.

To apply for a place at St Patrick's in the normal admission round, you must complete an online application via the Local Authority's Website:

http://www.telford.gov.uk/info/20026/school_admissions/14/starting_school.

You must also complete the Supplementary Information Form (SIF) attached to this policy. The SIF and proof of baptism should be returned to St Patrick's school office by 15th January 2025

To apply for a place at Shrewsbury Cathedral in the normal admission round, you must complete an online application via the Local Authority's Website:

<http://www.shropshire.gov.uk/school-admissions/starting-or-transferring-school/starting-infant-or-primary-school/>

You must also complete the Supplementary Information Form (SIF) attached to this policy. The SIF and proof of baptism should be returned to Shrewsbury Cathedral's school office by 15th January 2025

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation to the respective school, your child will not be placed in criteria 2 to 3 and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025. Applications received after this date will be treated as late applications and will not be considered until after the main allocation of places has taken place.

For the school year commencing September 2024 the Governing Body has set its Admission number at 30 at St Patrick's and 30 at Shrewsbury Cathedral.

Admission to St Patrick's or Cathedral School will be made by the Governing Body. Children who have a Statement of Special Educational Needs or Education and Health Care Plan (EHCP), which names St Patrick's Catholic Primary School or Shrewsbury Cathedral Catholic Primary School as the appropriate school to meet those needs (after a thorough consultation and discussion with the school), will be offered places regardless of the following criteria (see note 1).

After that, all applications will be considered on an equal basis with the following set of Oversubscription Criteria, forming a priority order where there are more applications for admissions than the school has places available:

Oversubscription Criteria for St Patrick's Catholic Primary School

1. Looked after and previously looked after children. (See note a)
2. Catholic children who are resident in the parish of St Patrick's, Wellington, Telford, Shropshire. (See note b)
3. Catholic children who are resident in other parishes. (See note b)
4. Any other children.

Oversubscription Criteria for Shrewsbury Cathedral Catholic Primary School

1. Looked after and previously looked after children. (See note a)
2. Catholic children who are resident in the Cathedral Parish Shrewsbury including the Cathedral church of Our Lady Help of Christians and St Peter of Alcantara, Our Lady of Pity, Harlescott and St Winefride's, Monkmoor. (see note b)
3. Catholic children who are resident in other parishes. (see note b)
4. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order:

- (i) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note d).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note e).

Notes:

- a) A '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 application to the school.

A '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 arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
- b) For a child to be considered as a Catholic evidence of a Catholic Baptism is required at time of application. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required at time of application. 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 law of the Church].
- c) Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used, but the admission authority body reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- d) 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- e) This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- f) In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term 2025

g) **In Year Applications St Patrick's Catholic Primary School**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Enquiries may be made at the school office by phoning 01952 386160, an application **must also** be made by contacting Admissions at Telford and Wrekin by email: admissions@telford.gov.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list. You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

In Year Applications Shrewsbury Cathedral Catholic Primary School

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Enquiries may be made at the school office by phoning 01743 351032 or by email: admin.cathedral@blessedec.co.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list. You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

If your child wishes to enter the Reception Class anytime during the Autumn Term, they must apply online at: Shropshire.gov.uk/school-admission/apply-to-start-transfer-school.

Spring and Summer terms applications for Reception class can be made directly with the school

- h) If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j) It is the duty of Governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k) If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Executive Headteacher.
- l) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday. However, the child would then be of Year 1 age, and therefore the offer of a reception class place could not be held over and the parents would have to apply for a Year 1 place. All applicants will be required to produce a Birth Certificate for the relevant child
- m) For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of the straight line distance between a central point in the school building and a central point in the child's home. The distances will be measured using the Local Authorities Geographical Information Systems. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Fair Access Protocol.

The school is committed to taking its fair share of children who are vulnerable or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

ADMISSION TO ST PATRICK'S/SHREWSBURY CATHEDRAL CATHOLIC PRIMARY SCHOOL
Supplementary Information Form 2024-2025

Surname of Child:		Forename(s):	
Address of child:		Name of any siblings currently attending the school you are applying to:	
Date of Birth:			
Date from which you wish your child to attend school:		Year group into which you wish your child to be admitted:	
Your Name:		Relationship to Child:	
Your Telephone Number(s):			
Your email address:			
Is your child a Baptised Catholic: Yes / No		<u>For Baptised Catholics:</u> Month and Year of Baptism: Parish: Parish Location (Town/City):	
<i>All Catholic applicants are required to produce a baptismal certificate or a letter from the parish priest from the parish where baptism took place to confirm they are baptised Catholic. This evidence must be provided at the time of the application to the school and before the application deadline.</i>			
Signed:			
Name (Please Print):		Date:	

Checklist for Reception Class Applications:

- ✓ Deadline – 15th January 2025
- ✓ Supplementary Information Form and Baptismal Evidence submitted to School
- ✓ School Place Application made to Local Authority

School use only:

SIF Received	Date.....	Signed.....
Evidence of baptism received & copied	Date.....	Signed.....
Evidence of DOB received & copied (if applicable)	Date.....	Signed.....