

# Admission Policies



# ADMISSION POLICIES FOR VOLUNTARY AIDED AND VOLUNTARY CONTROLLED (FAITH) SCHOOLS AND WHITCHURCH HIGH (FOUNDATION) SCHOOL

## VOLUNTARY AIDED AND VOLUNTARY CONTROLLED (FAITH) SCHOOLS

### PRIMARY EDUCATION

#### ADMISSIONS CRITERIA FOR CATHOLIC PRIMARY SCHOOLS

- Admission to Voluntary Aided Catholic Schools is determined by the Governing Body of the individual school.
- These policies act as summary documents and full copies of Admission Policies are available on request from each Catholic School.
- Cardiff Council has undertaken a pilot on Coordinated Admissions with faith and foundation secondary schools. This includes Corpus Christi R.C High School, St Teilo's C.W High School and Whitchurch High School. Applications for these three schools will be made to Cardiff Council in the first instance and further evidence may be required from each individual school.
- Any enquiries concerning the procedure for admission applications should be made directly to each individual school/ Governing Body. Application forms for admission are available from and should be returned directly to each school.
- Where the number of applications exceeds the number of places available, Governing Bodies will apply their individual admissions criteria for each Catholic School as published in this section.
- The symbol (N) shows Catholic Schools with a nursery.

#### Right of Appeal

Details of the procedure to be followed if parents wish to appeal against the decision of the Governors may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body at the school.

**For full copies of admission policies please contact the individual schools.**

**Any enquiries should be addressed to the individual school or Governing Body**

## CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Parents /Guardians have the right to express a preference for a school. Where the school has more requests for spaces than available places, admission will be decided using the Oversubscription Criteria, category 1 being the highest criterion.

The Governors do not usually exceed the school's admission number or breach the limitations imposed by statutory maximum class size (30) and will admit up to the school's admission number of 30.

In the case of multiple birth children, if when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth then the Governors will admit the other child/children.

Where the school is named in a Statement of Special Educational Needs the child will be given priority in admission for entry into the school provided written proof is submitted with the application form.

A Looked After Child or Previously Looked After Child [as defined by Section 22 of the Children Act 1989] will be given priority for entry into the school in the category into which they fall. (Baptised/Non Baptised). Proof must be provided with the application.

Late applications will be considered at the second or subsequent rounds when all applicants will be ranked according to oversubscription criteria and the distance tie -breaker and any remaining places offered.

### Category 1

Baptised Catholic Children who are "Looked After Children" or "Previously Looked After Children"

### Category 2

Baptised Catholic children who have a sibling who will be on the school roll at the commencement of the next academic year.

### Category 3

Baptised Catholic children living in the Parishes of Christ the King and St Brigid with St Paul.

### Category 4

Baptised Catholic children living in the Parish of St Teilo with Our Lady of Lourdes

### Category 5

Baptised Catholic children living in Cardiff but not falling within any of the categories 1 to 4 above.

### Category 6

Baptised Catholic children not living in Cardiff.

### Category 7

Non-Baptised children who are "Looked After Children" or "Previously Looked After Children".

### Category 8

Non-Baptised children who have a sibling in the school.

### Category 9

Any other children whose parents desire a Catholic education for them

A sibling is as defined in the Local Authority School Admission Policy Document.

Baptised children's applications must be accompanied by a Baptismal certificate.

In the event of the Governing Body refusing an application for admission, parents / guardians have the right of appeal to an Independent Appeals Panel and should write to the Clerk to the Governing Body c/o the school, within two weeks, stating they wish to lodge an appeal. The Appeal Panel's decision is binding on the school

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## HOLY FAMILY CATHOLIC PRIMARY SCHOOL

The Governing Body of Holy Family RC Primary School has sole responsibility for admissions to the school and will admit up to the school's admission number.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

### Oversubscription Criteria

Within the following criteria, Looked After Children (LAC) are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009: Baptised Catholic looked after and previously looked after children.

1. Baptised Catholic children residing in Holy Family Parish and Our Lady of Lourdes Parish, who have siblings in the school at the time of admission
2. Baptised Catholic children residing in Holy Family Parish and Our Lady of Lourdes Parish.
3. Baptised Catholic children living outside the Parishes of Holy Family and Our Lady of Lourdes who have a sibling in the school at the time of admission.
4. Baptised Catholic children living outside the Parishes of Holy Family and Our Lady of Lourdes.
5. Children from other Christian faiths who have a sibling in the school at the time of admission.

### Proof of Baptism will be required in each of the above categories.

6. Children from other Christian faiths who have who have a sibling in the school at the time of admission.
7. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
8. Non Baptised children including children of a religious tradition, other than Christian who wish to receive education at Holy Family RC Primary School who have

- a sibling in the school at the time of admission.
9. Non-Baptised children including children of a religious tradition, other than Christian who wish to receive education at Holy Family RC Primary School, children whose parents wish them to be educated in a Catholic School.

### Tie breaker

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

### Requirements

Proof of baptism will be required for categories 1-5. Evidence of permanent residence of the child at time of application must be supplied if required. This needs to be a current Council Tax form with the correct postal address. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relatives address will not be considered for allocation purposes.

### Definition of sibling

Children who have a sibling on roll at Holy Family RC School Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half-brother / sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

### Multiple births

If, when applying the oversubscription criteria the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

### Waiting Lists

Where a place has been refused, the applicant will be placed on a waiting list for that academic year and when a place becomes available it will be allocated by the

application of oversubscription criteria not length of time on the waiting list.

### Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application which will be heard by an independent appeal panel. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The appeal must be forwarded in writing to the Clerk to the Governors c/o Holy Family RC Primary School.

## ST ALBAN'S CATHOLIC PRIMARY SCHOOL

The Governing Body of St Alban's Catholic Primary School has sole responsibility for admissions to the school and will admit up to the school's admission number.

The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between 01 September and 31 August of that academic year.

### Oversubscription Criteria

Children with a statement for special educational need naming St Alban's Catholic Primary School will be admitted. Where the number of applicants for admission exceeds the number of places available, places will be awarded to applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children will be given priority in each of the oversubscription categories. In the event of the Governors being unable to offer all children in a particular oversubscription category a place will be offered to multiple births and those children living closest to the school measured by the safest walking route as determined by the Local Authority.

### Order of priority for admission

Applications for admission will be considered against the following **over-subscription criteria** and preference will be given to those children meeting the earlier criteria.

1. Looked after Children (LAC - children in the public care) or previously Looked After children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Looked after children (LAC -children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.
3. Baptised Catholic children of Catholic families, residing within the parish of St Alban's Catholic

Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)

4. Baptised Catholic children of Catholic families who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)
5. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate is required.)
6. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff and who have siblings in the school at the time of the applicant's entry to the school. (Baptismal certificate is required.)
7. Christian children from other denominations who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required. (Baptismal certificate or a letter from the minister is required.)
8. Christian children from other denominations who have siblings in the school at the time the applicant joins the school and reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate or a letter from the minister is required.)
9. Christian children from other denominations, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required. (Baptismal certificate or a letter from the minister is required.)
10. Christian children from other denominations who reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate or a letter from the minister is required.)
11. Non-Christian children who have siblings in the school at the time of the applicant's entry, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.
12. Non-Christian children, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.
13. Non-Christian children who reside outside of category 1 and 2 above but within the County of Cardiff.

### **Definition of Siblings**

Children who have a sibling on roll at St Alban's Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling who is the brother/sister, half-brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children at the same address.

### **Multiple Birth Children (eg twins/triplets)**

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

### **Right of Appeal**

Where a child is refused entry into school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the publishing criteria. Parents have the right of appeal against the decision to refuse an application. The appeal must be forwarded in writing with fourteen days, to the Clerk to the Governors who will present it to the Appeals Committee.

### **Waiting List**

A waiting list will be maintained until 30th September. If an additional place becomes available the governors will consider those on the waiting list on the basis of published oversubscription criteria and not on the date the application was received.

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## **ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL (N)**

Places are provided for children who due to SEN needs, have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Bernadette's Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

### **Oversubscription Criteria**

- 1 Within the following criteria, Looked After Children (LAC) are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009: Baptised Catholic looked after and previously looked after children.

- 2 Baptised Catholic children who reside in the Parish of St Philip Evans including the following areas: Pentwyn, Glyncoed, North Pentwyn and Pontprennau (proof of residence required) and have a sibling in the school at the time that the applicant joins the school.
- 3 Baptised Catholic children who reside in the Parish of St Philip Evans including the following areas: Pentwyn, Glyncoed, North Pentwyn and Pontprennau (proof of residence required).
- 4 Baptised Catholic children who reside outside of category 2 & 3 and who will have a sibling in the school at the time that the applicant joins the school.
- 5 Baptised Catholic children who reside outside of category 2 & 3, but in the County of Cardiff.
- 6 Baptised Catholic children who reside outside the County of Cardiff.
- 7 Looked after and previously looked after children that are not of the faith.
- 8 Christian children from other denominations who reside in category 2 & 3, who will have a sibling in the school at the time that the applicant joins the school. (Baptismal certificate or letter from minister of religion required).
- 9 Christian children from other denominations who reside in areas outside of category 2 & 3, who will have a sibling in the school at the time that the applicant joins the school (Baptismal certificate or letter from minister of religion required).
- 10 Christian children from other denominations who reside in the areas referred to in category 2 & 3 (Baptismal certificate or letter from minister of religion required).
- 11 Christian children from other denominations who reside in areas outside of those in category 2 & 3 (Baptismal certificate or letter from minister required).
- 12 Non-Christian children who will have a sibling in the school at the time that the applicant joins the school.
- 13 Non- Christian children.

#### **Tie breaker**

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System

(GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

#### **Requirements**

Proof of baptism will be required for categories 1-6. Evidence of permanent residence of the child at time of application must be supplied if required. This needs to be a current Council Tax form with the correct postal address. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

#### **Definition of sibling**

Children who have a sibling on roll at St Bernadette's Catholic Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

#### **Multiple births**

If, when applying the oversubscription criteria the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

#### **Waiting Lists**

Where a place has been refused, the applicant will be placed on a waiting list for that academic year and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

#### **Right of Appeal**

Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application which will be heard by an independent appeal panel. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The appeal must be forwarded in writing to the Clerk to the Governors c/o St Bernadette's Catholic Primary School.

## ST CADOC'S CATHOLIC PRIMARY SCHOOL (N)

St. Cadoc'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 of St. Cadoc's Catholic School has sole responsibility for admissions to the school and will admit up to the school's admission number.

*The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.*

### Oversubscription Criteria

Children with an SEN statement naming St Cadoc's Catholic Primary school will be admitted.

Where the number of applicants for admission exceeds the Admission Number, places will be awarded to applicants in the under mentioned categories in the following order of priority.

In the event of the Governors being unable to offer places to all children in a particular oversubscription category then places will be offered to those children living closest to the school **measured by the safest walking route as determined by the Local Authority.**

1. Baptised Catholic looked after children and previously looked after children.
2. Baptised Catholic children living in St. Cadoc's Parish who have siblings in the school at the time of admission
3. Baptised Catholic children living in St. Cadoc's Parish
4. Baptised Catholic children living outside the Parish of St. Cadoc's who have a sibling in the school at the time of admission
5. Baptised Catholic children living outside the Parish of St. Cadoc's.

### Confirmation of Baptism will be required in each of the above categories.

6. Looked after children and previously looked after children of other Christian or Non-Christian faiths.
7. Children from other Christian faiths who have a sibling in the school at the time of admission
8. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.

9. Non-Christian faith children who have a sibling in the school at the time of admission.
10. Non-Christian children whose parents wish them to be educated in a Catholic School.

### Definition of Sibling

Children who have a sibling on roll at St. Cadoc's Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half brother / sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

### Multiple birth children (e.g. twins / triplets etc.)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

### Proximity

Where it is possible to admit some, but not all of the children who fall within one particular category within the **Oversubscription Criteria**, preference will be given to those children whose homes are within the shortest walking distance to the main entrance of the school as measured using Global Positioning Satellite (GPS) system as operated by the Local Authority.

### Residence

Evidence of permanent residence of the child at the time of application must be supplied if required. Permanent residence is considered to be the child's along with the parent / guardian's main and genuine principal place of residence that is where they are regularly and normally living. If a child is resident with friends or relatives (for reasons other than guardianship) the friend or relative's address will not be considered for allocation purposes.

### Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within fourteen days of the receipt of the refusal letter, to the Clerk to the Governors c/o the School. **The appeal will be heard by an Independent Appeals Panel.**

### Waiting List

A waiting list will be maintained until 30 September. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

## ST CUTHBERT'S CATHOLIC PRIMARY SCHOOL

### Oversubscriptions Criteria

1. Baptised Catholic children of Catholic families who have siblings in the school at the time the applicant joins the school, residing in the Parish of St Cuthbert's. (Proof of residence and Baptismal Certificate is required.)
2. The Baptised Catholic children of Catholic parents residing in St. Cuthbert's Parish, Cardiff. (Proof of residence and Baptismal Certificate is required.)
3. Baptised Catholic children of Catholic parents residing in parishes adjoining St. Cuthbert's Parish which are in the City and County of Cardiff. (Proof of residence and Baptismal Certificate is required.)
4. Baptised Catholic children residing in areas other than referred to in Category 1 who have baptised siblings in the school at the time of admission. (Proof of residence and Baptismal Certificate is required.)
5. The children of Catholic parents not in the above categories (1-4) at their discretion. (Proof of residence and Baptismal Certificate required.)
6. Children baptised into other Christian denominations who reside in the areas referred to in Category 1, who already have baptised siblings in the school at the time of admission.
7. Children baptised into other Christian denominations who reside in the areas referred to in Category 1.
8. Non-Christian children who already have siblings in the school at the time of admission.
9. In the event of their being any unallocated places by 1st July in any year, the Governors may consider applications from non-Christian parents desirous of seeking a Christian education for their children. Such applications will only be agreed where the Governors are satisfied that the religious and moral atmosphere and teaching of the school are of prime importance to those making the application.
10. Applications on compassionate grounds, each to be considered on its own merit, and at the discretion of the Governing Body,

All applications for the admission of children to this school should be made to the Head teacher in the first instance.

The Governing Body reserves the right to allocate a place at their discretion for individual or exceptional cases. The Governing Body will give due consideration to applications from families whose children have

exceptional medical, educational or pastoral needs. The Governing Body gives top priority within each category to those children who are in the care of the local authority (Looked After Children). The Governing Body recognises this as a recommendation of the code of practice for admissions in accordance with Section 22 of the Children Act 1989. In doing so, the Governing Body does not set any form of precedent which may be used as a benchmark for other cases.

Each case will be reviewed as a unique case and given consideration as such. Confidentiality will be maintained in all cases and not discussed in comparison to others.

### Tie breaker

If the Governing Body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to those children who live closest to the school as measured by the distance from the school gate to their home residence in a straight line.

Evidence of permanent residence of the child at time of application must be supplied if required. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

### Appeals

Details of the procedure to be followed if an appeal against any decision of the Governors on admissions is contemplated may be had from the Admissions Appeal Panel c/o Clerk to the Governing Body.

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## ST FRANCIS CATHOLIC PRIMARY SCHOOL (N)

The Governing Body of St Francis RC Primary School is the Admissions Authority for the school. While it has responsibility for its policy and procedures, the Governing Body will consult annually with other admissions authorities within a three mile radius of the school.

### Oversubscriptions Criteria

1. Baptised Catholic children living in St. Francis and St. Clare's Parish, Ely, Cardiff.
2. Baptised children of Catholic parents living in St. Francis and St. Clare's Parish, Ely, Cardiff.
3. Baptised Catholic children of neighbouring parishes.
4. Siblings of children already in the school.
5. The Baptised children of Catholic Parents not in the

above categories.

6. In the event of there being any unallocated places the Governors may consider applications from non-Catholic parents desirous of seeking a Christian education for their child provided such an application is supported by the appropriate Minister of Religion or where the Governors are satisfied that the religious and moral atmosphere and teaching of the school are of prime importance to those making the applications.
7. Children of a non-religious background whose parents seek a Christian education.

The Governing Body gives top priority within each category to those children who are in the care of the Local Authority. Places are provided for pupils who have a Statement of Special Educational Needs where St Francis RC Primary School is clearly named on the statement in accordance with the Education Act 19196.

### **Arrangements for Admissions of Reception pupils in September 2019**

Parents seeking a place in the Reception class for September 2019 must apply in writing using a school application form. In order to ensure consistency between admission authorities and avoid confusion on the part of parents, all admission authorities in Cardiff have common dates for the return of primary applications and decision letters being sent out.

Therefore, the closing date for applications will be in Monday 7th January 2019. The Admissions Sub Committee will meet to determine admissions and if required apply the oversubscription criteria. Parents will be notified by Tuesday 16th April 2019. Any applications received after the closing date will be considered, subject to places being available (see late applications.)

The Governing Body will admit up to the school's admissions number. The Admissions Number for St Francis RC Primary School in September 2019 is 55. Applications received after the closing date will be considered, subject to places being available

### **Tie breaker**

Where it is possible to admit some, but not all of the children who fall within one particular category within the Oversubscriptions Criteria, preference will be given to those children whose homes are within the shortest walking distance to the main entrance of the school as determined by the 'Strategic Planning and Performance Unit' of the Local Authority and their use of the Geographical Information System (GIS.) This is known as a 'tie- breaker.'

### **Requirements**

All applications for the admission of children to this school should be made to the Headteacher. Certificates of Baptism or any other evidence of Baptism are required when an application is made from parents of Baptised children (categories 1 – 4.)

### **Definition of sibling**

For admission purposes, a sibling is a child who is the brother/sister, half brother/sister (children who share a common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Evidence of permanent residence of the child at the time of application must be supplied if required. Permanent residence is considered to be the child's along with the parent's/ guardian's main and genuine principal place of residence ie. where they are regularly and normally living. If a child is resident with friends or relatives (for reasons other than guardianship) the friend's or relative's address will not be considered for allocation purposes.

### **Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Applications received after the published date will be processed in the same way, but will be considered only after all of the applications received on time. This could result in there not being a place available at the school.

### **Waiting List**

A waiting list will be maintained until the Friday immediately prior to the autumn half term in any academic year. If a place becomes available, it will be allocated on the basis of the Oversubscriptions Criteria and not on the date the application was received.

### **Right of Appeal**

Applicants will be notified in writing as soon as possible after the determination of their application. Where a child is refused admission to the school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria.

Parents have a right to appeal against the decision to refuse an application. This will be heard by an independent appeals panel. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals. Notice of the intention to appeal should be sent in writing to the Clerk of the Governors, c/o St Francis RC Primary School.

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## **ST JOHN LLOYD CATHOLIC PRIMARY SCHOOL (N)**

### **Oversubscription Criteria**

Children with an SEN statement naming St John Lloyd Catholic Primary School will be admitted. Where the number of applicants for admission exceeds the number of places available, places will be awarded to Applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children being given priority in each of the oversubscription categories. In the event of the Governors being unable to offer all children in a particular oversubscription category a place then places will offered to multiple births and those

children living closest to the school measured from the school gates at Brynbala Way by the safest walking route as determined by the Local Authority.

1. Baptised Catholic children living in the parish of St John Lloyd and Blessed Sacrament who have siblings in the school at the time of admission
2. Baptised Catholic children living in the parish of St John Lloyd and Blessed Sacrament.
3. The baptised Catholic children living outside the parish of St John Lloyd and Blessed Sacrament who have a sibling in the school at the time of admission
4. The baptised Catholic children living outside the parish of St John Lloyd and Blessed Sacrament.
5. Children from other Christian faiths who have a sibling in the school at the time of admission.

**Proof of baptism will be required in each of the above categories.**

6. Children from other Christian faiths who have who have a sibling in the school at the time of admission.
7. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
8. Non Baptised children including children of a religious tradition, other than Christian who wish to receive education at St John Lloyd who have a sibling in the school at the time of admission.
9. Non-Baptised including children of a religious tradition, other than Christian who wish to receive education at St John Lloyd children whose parents wish them to be educated in a Catholic School.

#### **Definition of Sibling**

Children who have a sibling on roll at St. John Lloyd Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half-brother/sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children at the same address.

#### **Multiple Birth Children (eg twins/triplets)**

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

#### **Right of Appeal**

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing within fourteen days of the refusal letter, to the Clerk to the Governors who will present it to the Independent Appeals Committee.

#### **Waiting List**

A waiting list will be maintained until 30th September. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

## **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

#### **Oversubscriptions Criteria**

- 1a) Baptised Catholic children who are or have been in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009)
- 1b) Baptised Catholic children whose families reside in St Joseph's Parish or in the adjacent parishes of Our Lady of Lourdes and St Teilo's, St Brigid's or St David's Cathedral who do not have schools of their own and who have siblings in the school at the time of admission
- 1c) Pupils with Statements of Additional/ Special Educational Needs where St Joseph' RC Primary School is named on the statement will automatically be admitted
- 2) Baptised Catholic children residing in the areas referred to in category 1
- 3) Baptised Catholic children not category 1 but residing in Cardiff
- 4) Baptised Catholic children who reside outside Cardiff
- 5) Children who are not baptized Catholics who are or have been in the care of the Local Authority (LAC/ PLAC) or provided with accommodation by them, e.g. foster parents (Section 106 of Education Act 2005, All Wales Education Regulations 2009.)
- 6) Children baptised into other denominations (as defined in notes below) who reside in the areas referred to in Category 1 with a brother or sister in school in the September that the applicant would

begin school. (Priority will not be given to applications in this category unless an accompanying letter is provided confirming baptism)

- 7) Children baptised into other denominations (as defined in notes below) who reside in areas other than referred to in Category 1. Priority will not be given to applications in this category unless an accompanying letter is provided confirming baptism
- 8) Children of other faiths who seek a Catholic Education. Priority will not be given to applications in this category unless a supportive accompanying letter from their Minister or Religious Leader is provided.
- 9) Non-baptised children who seek a Catholic Education

### Relevant Notes and Definitions

#### Confirmation of Baptism will be required for Categories 1 to 4

Confirmation of Baptism will be required by the provision of a baptism certificate from the relevant parish and confirmation in writing from the current parish priest.

#### Looked after Children

Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009) and Previously Looked after Children will have priority in all clauses of the oversubscription Criteria. The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989.

#### Special Educational Needs

Pupils with Statements of Additional/ Special Educational Needs where St Joseph's RC Primary School is named on the Statement will automatically be admitted

#### Christians of other Denominations

Children whose parents(s) or guardian(s) are active and practising members of Churches together in Wales (Cytun). This includes churches such as Presbyterian Church of Wales; Union of Welsh Independent Churches; Baptist Union of Wales; Methodist Church; United Reformed Church; Covenanted Baptist Churches; Salvation Army; Roman Catholic; Congregational Federation of Churches; Religious Society of Friends; Orthodox Church. Priority will not be given to applications in this category unless an accompanying statement of affiliation or reference signed by the minister or church's representative is provided confirming membership of the church.

#### Parents of other Faiths seeking a Catholic Education

Parents of pupils in category 7 and 8 will need to provide a letter explaining the reasons they desire a Catholic education for their child. Those Parents applying in Category 7 will also need to provide a supporting letter from their Minister of Religion or Religious Leader.

#### Definition of Sibling

Children who have a sibling on roll at St Joseph's Catholic Primary School in the September the applicant would begin school. Twins triplets or quads will have the priority over single siblings. The second priority in this category will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated in the application. For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

#### Tie Breaker

In the event of a tie breaker being required the governors will admit those applicants who live nearest to the school. The distance will be measured from the front door of the reception entrance to the front door of the house or flat of the applicant. In the case of a child whose parents have joint shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. A letter from the parents will have to be provided to confirm that fact.

The school will use the Geographical Information System (GIS) to calculate home to school distances in miles. (This is the system applied to all maintained Schools in Cardiff) The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data

#### Late Applications

Applications received after the closing date will be considered when a good reason is stated such as a family moving in to the area. Looked after Children and children with SEN statements will be admitted.

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Joseph's Catholic Primary School The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Welsh Assembly Government in July 2009. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

Appeals will be dealt with within thirty school days. Late applications will be considered and applicants notified within 15 school days if a place is available.

A waiting list will be maintained until 30th September 2019 in the school year in which the applicants apply.

Should places become available then the places will be allocated on the basis of the oversubscription criteria. The school will notify the parents of where their child has been on the waiting list.

The school will notify the parent if a place has been allocated. If the applicant is rejected the parent will be notified and given the following information:-

- Number of applications received
- Number available
- Oversubscription Criteria
- Right of Appeal
- Process for that Appeal
- Deadline for Response
- Reason for Rejection

Details of the procedure to be followed if an appeal against any decision of the Governors on admission is contemplated may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body at the school St Joseph's Catholic Primary School Appeals Process Information Notes to parents who appeal against a decision of the Governing Body not to admit an applicant.

St Joseph's Catholic Primary School Governing Body is the Admission Authority and is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the school.

### Admission Appeals

Parents have a right to appeal in the event that their application for a place is unsuccessful. Appeals must be lodged with the Clerk to the Appeal Panel by Appeals will be heard within thirty school days

## ST MARY'S CATHOLIC PRIMARY SCHOOL (N)

### Oversubscriptions Criteria

Where St. Mary's Catholic Primary School is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly to applications made on medical needs (see Medical Grounds)
- Priority will next be given to the siblings of those pupils who will be registered at St Mary's Catholic Primary School at the time the child is to be admitted.
- Priority will next be given to multiple births.

The criterion will be applied in rank order.

(1) Looked after Children (LAC - children in the public

care) or previously Looked After children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.

- (2) Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church and permanently reside in the catchment area of St Mary's School\*.
- (3) Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
- (4) Looked after children (LAC - children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.
- (5) Children of other Christian denominations, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area of St Mary's School\*.
- (6) Children of other Christian denominations whose parents have demonstrated a wish for Catholic education.
- (7) Children of other Faith traditions, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area of St Mary's School\*.
- (8) Other children, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area of St Mary's School\*.
- (9) Other children whose parents have demonstrated a wish for Catholic education.

\* Catchment area of

- Ely River, the eastern side of Western avenue (A48) Ely Road and Cardiff Road.
- To roundabout (BBC) including Llandaff Village bounded by the River Taff to railway line parallel to Ninian Park Road.
- Both sides of Sloper Road to both sides of Bessemer Road and Hadfield Road to the River Ely.

### Terms Used

#### Home to School Distances

This distance is measured as the "shortest available walking route, accompanied as necessary" between the home and school. Cardiff Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal point. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate.

#### Children of UK Service Personnel and Crown Servants

The address of UK service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter declaring a definite return date and confirmation of the new address.

#### Shared Parental Responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) as at the stipulated closing

date for applications. Parents will be required to provide documentary evidence to support the address they wish to be considered for admission purposes.

### Medical Grounds

Written recommendations from a medical consultant (not a GP) must be provided giving detailed reasons for the pupil's admission to a particular school to be considered under this criterion. It is your responsibility to provide this information with your application by the closing date. Evidence after the closing date will not be considered until after the initial allocation of places.

### Siblings

For admission purposes a sibling is a child who is the brother/ sister, half-brother/ sister (children who share one common parent), Step brother/ step sister (where two children are related by virtue of their parents being married or co-habiting). This also includes adopted or fosters children living at the same address. A school will only consider siblings attending Years 1-6 during the 2019-20 school year.

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## ST PATRICK'S CATHOLIC PRIMARY SCHOOL

### Oversubscription Criteria

1. Baptised catholic children who are in the care of the local authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009).
2. Baptised Catholic children living within the parish of St. Patrick's who have a sibling i.e. a full, half or step, adopted or fostered, brother or sister, in the school at the time of admission.
3. Baptised Catholic children living within the parish of St. Patrick's.
4. Baptised Catholic children living outside St. Patrick's Parish, who have a sibling in the school at the time of admission.
5. Baptised Catholic children living outside St. Patrick's Parish.
6. Non-Catholic children who are in the care of the local authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009).
7. Non-Catholic children who have a sibling in the school at the time of admission.

8. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.

Non – Christian children whose parents wish them to be educated in a Catholic School.

### Right of Appeal

Where a child is refused entry to the school, the Governing Body will write to the parents giving full details of why the application was refused, in light of published criteria. Details of the procedure to be followed if an appeal against any decision of the Governing Body on admission is contemplated will be provided with the letter of refusal. An 'Independent Appeals Panel' considers all appeals. Unsuccessful applications are given the opportunity to be placed on a waiting list until the October, half-term holidays, in 2019.

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## ST PETER'S CATHOLIC PRIMARY SCHOOL (N)

### Oversubscription Criteria

1. Baptised Roman Catholic children resident in the area(s) defined in (i) and (ii) below, in this category priority will be given to children who are looked after by the Local Authority:
  - (i) St. Peter's Parish\*
  - (ii) That part of St. Brigid, St. Paul and Christ the King Parishes south of Eastern Avenue\*
2. Baptised Roman Catholic children with a brother or sister currently in the school, in this category priority will be given to children who are looked after by the Local Authority\*\*.
3. Baptised Roman Catholic children from outside the boundaries of 1 above. Here places will be allocated on the basis of proximity to the school\*\*, in this category priority will be given to children who are looked after by the Local Authority.
4. Children with a brother or sister currently in the school, allocated on the basis of proximity to the school\*\* in this category priority will be given to children who are looked after by the Local Authority.
5. Baptised Christians of other denominations allocated on the basis of proximity to the school\*\*, in this category priority will be given to children who are looked after by the Local Authority.
6. Non-Catholic children where the parents understand and accept that their child/children will be educated in an environment that reflects Christian values allocated on the basis of proximity to the school\*\*, in this category priority will be given to children who are looked after by the Local Authority.

7. Any other applicants who do not fall into the categories outlined in 1-6 above allocated on the basis of proximity to the school\*\*, in this category priority will be given to children who are looked after by the Local Authority.

\*Maps of the Parish of St Peter and St. Bridget's, St. Paul's and Christ the King Parishes are available from the school. We also have street maps of the city available for any parent who wishes to use them to plot a route from home to St. Peter's. As indicated children within St. Peter's Parish subdivision (i) in this category will be admitted before children in subdivision (ii).

\*For the purposes of this policy brother or sister shall be taken to mean full, half or step brother or sister, adopted or fostered brother or sister.

\*\*The proximity to the school will be measured by the safest walking route to the school. The LA at the request of the Governing Body will ascertain this route by using the route finder software is uses for this specific purpose. The route will be measured from the front door of the house or dwelling to the nearest school gate, either the Elm Street Gate or the Southey Street Gate whichever is the shortest distance. In the case of flats, maisonettes or other high rise residential buildings the measurement will be taken from the main entrance of the building to the nearest gate as previously described.

The Governing Body which is the Admission Authority for St. Peter's R.C. Primary School is obliged to maintain a waiting list for admission when the school has been oversubscribed and the oversubscription criteria have been applied. For each unsuccessful application the parent/s or guardians will be asked if they wish to have the child's name placed on a waiting list. This will be done formally as part of the letter which informs them their application has been unsuccessful. We will require in writing an indication that they want to be placed on a waiting list. This list will be maintained until 31st August in the school year in which they apply. The child's name will be kept on the waiting list for the academic year after their application if the Governing Body receives such a request. Longer term placement on the waiting list would be discussed on an individual basis.

If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the published oversubscription criteria and following the method that has been set out above. The waiting list will not give priority to children based on the date the application was made or the request to be added to the list was received. The Admission Authority will inform parents of where their child has been placed on the waiting list and of any alteration to this position because of applications received that have a higher priority in the oversubscription criteria.

Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Where school places become available before admissions appeals are heard these will be filled from the waiting list according to the published oversubscription criteria.

## ST PHILIP EVANS CATHOLIC PRIMARY SCHOOL (N)

### Oversubscription Criteria

- 1a. Baptised Catholic children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009)
- 1b. Baptised Catholic children whose families are residing in:
  - (i) St Philip Evans Parish, St Paul's Parish.
  - (ii) The area encompassed by Llanishen Reservoir, Nantfawr River, Roath Park Lake and Western Avenue motorway but excluding Glyn Eiddew, Bryn Cyn, Bryn Heulog, Glyn Collen and Pant Glas, both sides of Llandennis Road and Rhydypenau Road.
- 1c. Pupils with Statements of Additional/Special Educational Needs where St Philip Evans RC Primary School is named on the Statement will automatically be admitted.
2. Baptised Catholic children with a brother or sister currently in the school.
3. Baptised Catholic children not in either of the above categories but residing in the County of Cardiff.
4. Baptised Catholic children residing outside the County of Cardiff.

### Confirmation of Baptism will be required for categories 1 to 4.

5. Children from other Christian faiths (as defined in notes below) who have a sibling at the time of admission. (see notes).
6. Children from other Christian faiths (as defined in notes below) who wish them to have a Catholic education. Written evidence of practice in that faith must be provided by the Minister confirming membership of the Church.
7. Children of other religions who seek a Catholic education. Applications in this category will not be considered unless an accompanying letter is provided from the Minister/representative outlining the reason for seeking admission to the school.

9. Non-baptised children whose parents wish them to be educated in a Catholic school. An accompanying letter outlining the reason for choosing a Catholic school must be included.

#### **Notes for Clauses 5 and 6**

Children whose parents(s) or guardian(s) are active and practising members of Churches together in Wales (Cytun). This includes churches such as Presbyterian Church of Wales; Union of Welsh Independent Churches; Baptist Union of Wales; Methodist Church; United Reformed Church; Covenanted Baptist Churches; Salvation Army; Roman Catholic; Congregational Federation of Churches; Religious Society of Friends; Orthodox Church. Priority will not be given to applications in this category unless an accompanying statement of affiliation or reference signed by the minister or church's representative is provided confirming membership of the church.

**Notes for clause 2 and 6:** In considering siblings first priority will be given to applications from multiple birth siblings. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/half sister, (children who share one common parent) step brother/step sister, where two children are related by virtue of their parents being married, co habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

#### **Note the following:**

##### **Confirmation of Baptism**

Confirmation of Baptism will be required by the provision of a baptism certificate from the relevant parish and confirmation in writing from the current parish priest.

##### **Christians of other denominations:**

The same principle of proof of baptism or membership of the denomination from a relevant minister applies.

##### **Residence**

Evidence of permanent residence of the child must be supplied if requested.

##### **Looked after Children**

The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009) and Previously Looked after Children will have priority in all clauses of the oversubscription criteria.

##### **Definition of Sibling:**

Children who have a sibling on roll at St Philip Evans RC Primary School in the September the applicant would begin school. Twins triplets or quads will have the priority over single siblings. The second priority in this category will

be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated in the application. For admission purposes a sibling is a child who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Twins triplets or quads will have the first consideration in the admission of any siblings.

**Special Educational Needs:** Schools cannot refuse a child with a statement of SEN even if by doing so they would exceed their admission number. Pupils with Statements of Additional/ Special Educational Needs where St Philip Evans RC Primary School is named on the Statement will automatically be admitted.

##### **Tie Breaker**

In the event of a tie breaker being required the governors will admit those applicants who live nearest to the school. The distance will be measured from the front door of the reception entrance to the front door of the house or flat of the applicant. In the case of a child whose parents have joint shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. A letter from the parents will have to be provided to confirm that fact.

The school will use the Geographical Information System (GIS) to calculate home to school distances in miles. (

***This is the system applied to all maintained Schools in Cardiff***) The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Philip Evans RC Primary School The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Welsh Assembly Government in July 2009. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

Appeals will be dealt with within thirty school days.

Late applications will be considered and applicants notified within 15 school days if a place is available.

A waiting list will be maintained until **September 30th** in the school year in which the applicants applied. Should places become available then the places will be allocated on the basis of the oversubscription criteria. The school will notify the parents of where their child has been on the waiting list.

The school will notify the parent if a place has been allocated. If the applicant is rejected the parent will be notified and given the following information

- Number of applications received
- Number available
- Oversubscription criteria
- Right of appeal
- Process for that appeal
- Deadline for response
- Reason for rejection

## ALL SAINTS CHURCH IN WALES PRIMARY SCHOOL

### Oversubscription Criteria

Children with statements of Educational / Additional Learning needs naming All Saints' Church in Wales VA Primary School will automatically be admitted before the following criteria is applied.

### Over-subscription Criteria

1. Looked after children and previously looked after children (see Note 1 for definition of Looked After Child).
2. Children whose parents (see Note 2) are active and regular members of the Anglican or other covenanted Church or children whose parents are active worshipping members of any non-covenanted Christian Church (see Note 3 and 4).
3. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 5 for definition of sibling).
4. Children who have been baptised or formally received into church membership (see Note 6).
5. Distance lived from the school.

### Multiple Birth Children

If the final place will be allocated to multiple birth children, then one place will be offered to the family. The parents will be asked to decide which child should be offered a place first or they may wish to consider an alternative setting for all children. The school will not exceed its admission number.

### Children of UK Service and other Crown Servants (including diplomats)

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and abroad, often at relatively short notice. School places will be considered to children from families of UK Service personnel and other Crown Servants alongside all other applications if accompanied by an Official Ministry

of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. That is, a place may be allocated in advance, if the applicant would meet the criteria when they move to their destination.

### Distance Criteria/Tie Break

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home, as measured by the safest walking route from the front door of their home to the main school gate will be used, with those living nearer being accorded the higher priority.

The Local Authority current criteria for measuring distance will be applied.

### Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals is available from the school and will be given to parents upon refusal of a place for their child.

### Moving into the area

If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

### Definitions / Explanatory Notes

For the purpose of this policy the following definitions will be used:

#### Note 1: Looked After Child

A Looked After Child is a child who is looked after by the local authority in Wales or England in accordance with Section 22 of the Children's Act 1989 and whom the local authority has confirmed will be looked after at the time of the child's admission to the school. Confirmation from the local authority will also be required for children who have previously been looked after within the last two years.

#### Note 2: Parent

A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

#### Note 3: Anglican Church and Covenanted Churches

The Anglican Church is the Church in Wales. Covenanted Churches are the Methodist Church, the Presbyterian Church in Wales, the United Reform Church and those Baptist Churches which are covenanted. Evidence of this must be provided

by a written statement signed by the relevant priest or minister.

#### **Note 4: Regular worship**

This is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided, at the time of application, (or near to the proposed admission date should you apply well in advance) by a written statement signed by the relevant priest or minister.

#### **Note 5: Sibling**

Sibling refers to brother or sister, half-brother or sister (children who share one common parent), adopted brother or sister, step brother or sister (where two children are related by marriage), foster child at the same address. If you are in any doubt, please contact the school for advice.

#### **Note 6: Baptism**

Baptism or Formal Reception must be supported by a Baptismal Certificate or equivalent.

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## **BISHOP CHILDS CHURCH IN WALES PRIMARY SCHOOL**

### **Oversubscription Criteria**

Where the number of applications received up to and including the closing date for applications is less than, or equal to, the admission number, all the children will be offered a place in the Reception class.

Where the number of applications exceeds the admission number places will be allocated in accordance with the following oversubscription criteria:

### **Children with statements of special educational needs naming Bishop Childs Church in Wales VA Primary School will automatically be admitted before the over subscription criteria is applied.**

1. Looked after children (see Note 2 for definition).
2. Children who have at least one parent who regularly/habitually attends worship/Sunday School at St Mellons Parish Church (see Note 3 for definition)
3. Children who have at least one parent who regularly/habitually worship at another Anglican church (see Note 3 for definition).
4. Children who have at least one parent who regularly/habitually worship at a church of another Christian denomination (see Note 3 for definition).

5. Children who have at least one parent who regularly/habitually attend another faith place of worship (see Note 3 for definition).
6. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 4 for definition).
7. Children with a home address in the St Mellons Community. Please ask at the school office for a map (see Note 5 for definition)

### **Multiple Birth Children (e.g. Twins or Triplets)**

Multiple Birth children will be given priority over any other children in the over-subscription criteria 2 to 7 above.

### **Distance Criteria/Tie Break**

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home, as measured by the safest available walking route from the front door of the home to the main school gate will be applied, with those living nearer being accorded the higher priority. In the event of necessity, the method used to calculate the distance will be Google Maps.

### **Appeals**

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

### **Waiting Lists**

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September each year. After this date, parents should make another application for their child to attend the school.

### **Explanatory Notes**

**Note 1:** A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

**Note 2:** A Looked After Child (LAC) is a child who is looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the LA has confirmed will be looked after at the time of the child's admission to the school.

**Note 3:** Regular/Habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

**Note 4:** Sibling refers to brother or sister, half brother of sister, adopted brother or sister, step brother or sister, foster

child, or the child of the parent/carer's partner where the child for whom the school place is sought .

**Note 5:** The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application, for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

- Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card.
- Childcare arrangements are not sufficient reason for listing another address.
- If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

## LLANDAFF CHURCH IN WALES PRIMARY SCHOOL

### Oversubscription Criteria

Applications for any year group, at any time in the year (e.g. families who have recently moved home) will be considered by the Admissions Authority in accordance with the School's Policy and oversubscription criteria:-

1. Those children who are "looked after" by a local authority and whom the local authority request be admitted to the School.
2. Children who, with their parent(s) or guardian(s) are practising Anglicans and who are in weekly or fortnightly attendance at Llandaff Cathedral, or children who attend Llandaff Cathedral weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications.
3. Children who, with their parent(s) or guardian(s) are practising Anglicans living in the parish of Llandaff but who are in weekly or fortnightly attendance at another parish church, or children who attend another parish church weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications. A map of Llandaff Cathedral Parish is attached.
4. Children who, with their parent(s) or guardian(s) are practising Anglicans living outside the parish of Llandaff and are in weekly or fortnightly attendance at another parish church, or children who attend another parish church weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications.
5. Children who with their parent(s) or guardian(s) are in weekly or fortnightly attendance of churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance or children who attend churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance alone or in the company of other practicing worshippers and have done so for at least two years prior to the closing date for applications. This includes Presbyterian Church of Wales; the Chinese Christian Church; the Union of Welsh Independent Churches; Baptist Union of Wales; the Methodist Church; the United Reformed Church; Covenanted Baptist Churches; the Salvation Army; the Roman Catholic; the Congregational Federation of Churches; Religious Society of Friends and Orthodox Church. Churches must be members of Cytun or The Evangelical Alliance as at the closing date for applications to the School.
6. Children who will have a brother or sister (including step-brother/step-sister living in the same house) attending the school at the time they would be admitted were their application to be successful.
7. Children who with their parent(s) or guardian(s) are in weekly/fortnightly attendance of any Christian denomination that does not fall into categories 1 to 5 above and where the denomination is in communion with the Church in Wales and whose long term participation can be substantiated by a senior representative of that faith organization, and whose families wish their child to be educated in a Church in Wales School.
8. Children living with parent(s) or guardian(s) within the parish of Llandaff.
9. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

Provided always that the Governing Body reserves the right to depart from these criteria if there is before it compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the School.

When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the School may consult with the Special Educational Needs Co-coordinator, Headteacher and Local Education Authority as appropriate.

Criteria for categories 2, 3, 4, 5 and 7 will be determined strictly in the light of the signed recommendation from the incumbent or priest-in-charge of the church concerned

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## ST DAVID'S CHURCH IN WALES PRIMARY SCHOOL (N)

Where the number of applications received up to and including the closing date is less than or equal to the admissions number then all children will be offered a place in Reception class.

Where the number of applications exceeds the admissions number places will be allocated in accordance with the following over subscription criteria:

1. Looked After Children (LAC) and previously\* Looked After Children (LAC) (\*see Note 2). Children who have a statement of Special Educational Needs that name Saint David's CiW VA as the preferred school.
2. Children who have a sibling who is a pupil at the school at the time of the application and who is expected to be a pupil at the school at the time of admission (see Note 3)
3. Children whose parents are active members of the Anglican or other covenanted Church or children whose parents are active worshipping members of any non-covenanted Christian Church (see Note 4 and 5)
4. Children with exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 6)
5. Children , who have been baptised or formally received into church membership (see Note 7)
6. Distance lived from the school. This is measured using "AA route finder".

### Multiple Birth Children (e.g. Twins, Triplets, etc):

Multiple Birth children will be given priority over any other children in any of the over subscription criteria.

Distance Criteria: Where it is necessary to distinguish between two children who equally fulfil the criteria, the proximity of the child's home, as measured by a straight line distance from the front door of the home to the main school gate will be measured, with those living nearer being accorded a higher priority.

### Appeals:

Parents/Carers of children not offered a place may appeal to an independent Appeals Panel within 14 days from the date of the letter notifying them their application has been unsuccessful. Letters of appeal should be addressed to the

Clerk of the Admissions Appeals Panel and delivered to the school.

### Waiting Lists:

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over subscription. No account is taken of the length of time in a waiting list. The school periodically seeks confirmation that parents wish to be kept on the waiting list.

### Note 1:

A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

### Note 2:

A Looked After Child (LAC) is a child who is looked after by the Local Authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the Local Authority has confirmed will be looked after at the time of the child's admission to the school. A previously Looked After Child is a child who has been looked after within the last two years and in accordance with the above legislation.

A Statement of Special Educational Needs is a legally binding document provided by the Local Authority.

### Note 3:

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought. In the case where one place is available and the next child on the list is a twin, triplet or other multiple birth we would admit both twins (or all children in the case of other multiple births) even if this meant exceeding the agreed admission number of number of places in a particular year group.

### Note 4:

The Anglican Church is the Church in Wales. Covenanted Churches are the Methodist Church, the Presbyterian Church in Wales, the United Reform Church and those Baptist Churches which are covenanted. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

### Notes 5:

Active worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister. Those attending most frequently will be given priority.

### Note 6:

The Governing Body will be require a letter from a registered health professional (such as a doctor) stating why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

**Note 7:**

Baptism or Formal Reception must be supported by a Baptismal Certificate or equivalent.

## ST FAGAN'S CHURCH IN WALES PRIMARY SCHOOL (N)

### School Oversubscription criteria

- 1 Parish children who attend an Anglican church with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, as substantiated by their parish priest.
- 2 Children with siblings attending the school at the date of enrolment.
- 3 Parish children of another Christian Church for whom there is no alternative denominational education provision, who attend with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, as substantiated by their minister.
- 4 Parish children who attend a Christian Church with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, who do not meet the criteria above. (This will also include formally constituted Churches such as Bethel and Immanuel Presbyterian Churches.)

If it is not possible to offer a place to all applicants within a criterion, then the following criteria will be applied: Proximity to school, measured as the safest walking route as advised by Cardiff Council. Any remaining places once all these criteria have been applied will also be allocated on this basis.

### Definitions

**The determination of being at the heart of the church is made by reference to the application form and support letter from parish priests or ministers. It will include involvement in Church life (not just the Church services) and an active contribution to the life, work and witness of the Church.**

Long term **participation will indicate a period of at least two years and on-going.**

Parish children are children whose ordinary place of residence is within the parishes of St. Fagans and Michaelston-super-Ely, Glan Ely and Caerau with Ely. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more

than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Another Christian Church will be a subscriber to the Covenanted Churches in Wales, and/or Members of Cytun and/or members of the Evangelical Alliance Wales.

Alternative denomination educational provision is presently available for members of The Roman Catholic Church.

For the sibling criteria to be applicable one of the following conditions must exist:

- a brother and / or sister is to be permanently resident at the same address
- a stepbrother and / or stepsister (including half brother / sisters) is to be permanently resident at the same address.

## ST MARY THE VIRGIN CHURCH IN WALES PRIMARY SCHOOL (N)

This policy refers to the admissions in September 2019 to St Mary the Virgin Church in Wales Primary School. The Governing Body has full responsibility for admissions to the school. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'.

Only the Governing Body may admit places to the school and no representation made by any person including a governor, staff member, clergy or anyone elected to or employed by the local authority can be regarded as an indication or offer of a place. Only a written offer from the Governing Body may be regarded as acceptance of an application to the school. The School Standards and Framework Act 1998 (as amended by the Education Act 2002) gives parents the right to express a preference as to which school their child attends.

### About the School

St Mary the Virgin Church in Wales Primary School is a voluntary aided Church in Wales Primary School. Recognising the school's Christian foundation, the importance of its ethos and character as well as its Core Values, St Mary the Virgin Church in Wales Primary School maintains faith at the heart of the school's life, alongside a commitment to provide a setting where people of all faiths and none are valued equally. It is in this context that the human journey of faith is seen as something to be celebrated as part of the rich and diverse heritage of Butetown, Cardiff and contemporary Wales.

This policy recognises that the school draws its pupils from a variety of backgrounds, including:

- Families who are active and practising members of the Church in Wales;
- Families who are members of other Christian denominations;
- Families of other faiths who support the ethos and character of the school;
- Families living in the local community.

The school offers 60 places in each Reception and Year 1 class group, with 30 Foundation Places allocated to pupils whose families can demonstrate an active faith commitment and a further 30 Open Places for pupils from the local community who do not qualify for Foundation Places, but whose families have chosen the school for the type of education it provides.

The school offers 30 places in year groups 2 – 6, with 15 Foundation Places and 15 Open Places (as defined in 2.4 above).

The school offers 80 part time Nursery Places, with 40 Foundation Places and 40 Open Places (as defined 2.4 above).

## 1. Procedure for Admission

- 1.1 Parent(s)/carer(s) must complete the St Mary the Virgin Church in Wales Primary School application form and submit it directly to the school, indicating if a Foundation or Open Place is being applied for.
- 1.2 The school will adhere to Cardiff County Council admission dates and deadlines as indicated in the Admission to Schools Information for Parents booklet.

## 2. Oversubscription

If the school is oversubscribed, the following criteria will be applied:

### 2.1. Foundation Places

The governors offer 30 Foundation Places in each year group each academic year. If there are more than 30 applications received, the governors will offer places using the following criteria in the order stated:

1. Looked after, or previously looked after children.
2. Children with specific learning or medical needs where St Mary the Virgin Church in Wales Primary School is named as the most appropriate setting.
3. Children of church in Wales families, or those belonging to another Christian denomination, who are active and practicing at the heart of their faith community. Evidence must be provided.
4. Children whose families have a regular and practicing commitment within their own faith (as recognized by the Interfaith Council for Wales) and specifically wish their children to be educated in a school with a distinctive Christian character, where faith and values are celebrated. Evidence must be provided.

Children living closest to the school would be prioritized within each criterion.

## 2.2 Open Places

The governors offer 30 Open Places each academic year to children who are not eligible to apply for a Foundation Place. Parent(s)/carer(s) applying for these places do so knowing that the school aims to provide an education based on its Christian Principles and Core Values. All pupils are expected to take part in the Christian and Values based life of the school. If there are more than 30 applications received, the governors will offer places using the following criteria in the order stated:

1. Looked after or previously looked after children (as defined by the Welsh Government School Admissions Code (005/2013).
2. Children with specific learning or medical needs where St Mary the Virgin Church in Wales Primary School is named as the most appropriate setting; or children with compelling social grounds for their admission. Where preferences exceed places available, criteria 3 – 4 will then be applied in order to decide which other children are admitted.
3. Children who are permanently resident within the defined catchment area of the school on the published closing date for receipt of preference forms: evidence of permanent residence of the child must be supplied if required.
4. Children who have a sibling<sup>3</sup> of statutory school age who will be on roll when they are admitted. In considering siblings first priority will be given to applications from multiple birth siblings.
5. In determining applications for admission in respect of other children, the Governing Body gives priority to children living nearest to the school as measured by the shortest practicable walking route. The school makes use of Cardiff Council's Geographical Information System (GIS) to calculate home to school distance in miles to the nearest two decimal places.

## 3. Appeals Procedure

- 3.1 In accordance with the requirements of the Schools Standards and Framework Act 1998, the Governing Body has established an Appeals Procedure.
- 3.2 Parent(s)/carer(s) of a child who has not been admitted to the school may appeal against the decision.
- 3.3 The panel is appointed by the Diocese of Llandaff and is entirely independent of the School and the Local Authority.
- 3.4 Notice of intention to appeal should be sent to the Clerk to the Governors, c/o the school, who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

# ST MELLONS CHURCH IN WALES VOLUNTARY CONTROLLED PRIMARY SCHOOL

## Oversubscription Criteria

Where the number of applications received up to and including the closing date is less than, or equal to, the admission number, all the children will be offered a place in the reception class.

Where the number of applications exceeds the admission number places will be allocated in accordance with the following oversubscription criteria:

Children with statements of special educational needs naming St Mellons Church in Wales Voluntary Controlled School will automatically be admitted before the oversubscription criteria is applied.

1. Looked after children and children who have been previously looked after. (see Note 2 for definition)
2. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 3 for definition)
3. Children with a home address in the Old St Mellons Community. Please ask at the school office for a map (see Note 4 for definition)
4. Children who have at least one parent who regularly/habitually attends worship/Sunday School at St Mellons Parish Church (see definition of regularity of worship)
5. Children who have at least one parent who regularly/habitually attends worship/Sunday School in another Christian place of worship in the Parish of St Mellons (see definition of regularity of worship)
6. Children who have at least one parent who regularly/habitually attends worship/Sunday School at another Anglican Church (see definition of regularity of worship)
7. Children who have at least one parent who regularly/habitually attends worship/Sunday School in another Christian place of worship. (see definition of regularity of worship)

## Multiple birth children

Multiple birth children will be given priority over any other children within each oversubscription criteria from 2 to 7 above.

## Tie Break – distance criteria

Where it is necessary to distinguish between two children who fulfill equal criteria the proximity of the child's

home, as measured by the safest available walking route from the front door of the home to the main school gate will be used, with those living nearer being accorded the higher priority. In the event of necessity the method used to calculate the distance will be Google Maps.

## Definition of regularity of worship

Regular/habitual worship/Sunday School is defined as attending worship/Sunday School on at least one Sunday a month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

## Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

## Waiting Lists

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for oversubscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September 2019. After this date parents should make another application for their child to attend the school.

## Explanatory Notes:

1. A parent is anyone who has parental responsibility for, or is the legal guardian of, the child. If you in any doubt please contact the school for advice.
  2. A Looked After Child (LAC) is a child who is looked after by a Local Authority in Wales or England in accordance with section 22 of the Children's Act and whom the LA has confirmed will be looked after at the time of the child's admission to school.
  3. Sibling refers to brother or sister, half brother or half sister, adopted brother or sister, step brother or sister, foster child or the child of the parent/carer's partner.
  4. The home address is the place the child spends the majority of the school week (Monday – Friday, including nights, at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the electoral roll, or a recent utilities bill confirming your name and address.
- Where a child's permanent address is not the same as the parents (eg if he or she is resident with a grandparent) the school reserves the right to see official documentation such as a child benefit book or medical card.
  - Childcare arrangements are not sufficient reason for listing another address.
  - If you are moving into the area we will ask to see evidence of your move, before considering any

application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding arrangement to buy the house or a formal lease arrangement.

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## ST MONICA'S CHURCH IN WALES PRIMARY SCHOOL

### Oversubscription Criteria

If the number of applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. Children who, with their parents, attend an Anglican church in the Parish of Cathays on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their parish priest.
2. Children who, with their parents, attend an Anglican church in another Parish on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their parish priest.
3. Children who live in the parish of Cathays and, with their parents, attend another Christian Church (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose long-term participation is substantiated by their Priest or Minister.
4. Children who live outside the parish of Cathays and, with their parents, attend another Christian Church (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose long-term participation is substantiated by their Priest or Minister.
5. Children with siblings in the school at the date of enrolment.
6. Children who live within the Parish of Cathays of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.
7. Children who live within the Parish of Cathays of no faith and whose families wish their child to be educated in a Church in Wales School.
8. Children who live outside the Parish of Cathays of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.
9. Children who live outside the Parish of Cathays of no faith and whose families wish their child to be educated in a Church in Wales School.
10. Children whose applications are on medical or compassionate grounds. Such applications should be supported by professional references where appropriate.
11. Any children whose parents wish them to attend the school for other reasons.

(NB within each stage, looked-after children will be given priority over other children.)

In the event of oversubscription within one of the criteria, the Governing Body will give priority to children living closest to the school.

### Definitions

The determination of active and practising is made by reference to the application form and support letter from parish priests or ministers. Long-term participation will indicate a period of at least 2 years and on-going. Residence is deemed to be the child's ordinary place of residence – a residential property at which the person or persons with parental responsibility reside at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

For the sibling criteria to be applicable, one of the following conditions must exist:

- A brother and/or sister is to be permanently resident at the same address
- A stepbrother/and or stepsister (including half brother/sisters) is to be permanently resident at the same address.

A "parent" is defined as someone who has parental responsibility for the child or a primary carer.

Distance to school will be measured in a straight line from the main entrance of the residence to the main gate of the school.

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## ST PAUL'S CHURCH IN WALES PRIMARY SCHOOL

### Oversubscription Criteria

#### Criteria for Determining Admissions

Children, whose parents wish them to attend St Paul's Church in Wales Primary School, subject to the availability of places within current legislation, will be enabled to do so provided that the number seeking admission does not exceed the accommodation available.

The school is open to any child of statutory school age whose parents wish them to receive an education in a Church in Wales school with a clear and distinctive Christian character.

Should there be more applications than there are places available, the Governing Body will award places to applicants according to their ability to satisfy the following admissions criteria in order of priority.

The Governing Body will give priority to children whose applications are on medical or compassionate grounds. Such applications must be supported by professional evidence and references, for example a letter from a registered health professional such as a doctor or social worker and should set out the particular reasons why St Paul's is the most suitable school and the difficulties that would be caused if the child had to attend another school.

#### **1. Looked After Children**

Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code 2013)

#### **2. Children with A Statement of Special Educational Needs**

Children allocated nursery funding by the Early Years Assessment Panel, or the Case Advisory Panel or children with a statement where the school is named as the most appropriate educational setting.

#### **3. Practising Members of the Parish Churches of Grangetown St Paul or St Dyffrig and St Samson.**

Children whose parents are committed and practising members of the Anglican Church in the Parish or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools in the Parish over a full year. Evidence must be provided.

#### **4. Practising Members of the Anglican Church who LIVE in the Parish.**

Children, who live in the parish, whose parents are committed and practising members of the Anglican Church or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools over a full year. Evidence must be provided.

#### **5. Siblings\***

Children who have a sibling (full/half/step living at the same address) currently attending this school.

#### **6. Practising Members of the Anglican Church who DO NOT LIVE in the Parish**

Children whose parents are committed and practising members of the Anglican Church or whose children have regularly attended (majority of Sundays) Anglican

Church Services and/or Anglican Sunday Schools over a full year. Evidence must be provided.

#### **7. Practising Christians who LIVE in the parish**

Children who live in the parish and whose parents are committed and practising members of other Christian denominations (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) or whose children regularly attend services and/or Sunday School at other Christian churches. Evidence must be provided.

#### **8. Practising Members of Other Faiths who LIVE in the Parish**

Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales. Evidence must be provided.

#### **9. Practising Christians who DO NOT LIVE in the Parish**

Children whose parents are committed and practising members of other Christian denominations (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose children regularly attend services and/or Sunday School at other Christian churches. Evidence must be provided.

#### **10. Practising Members of Other Faiths who DO NOT LIVE in the Parish**

Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales) Evidence must be provided.

#### **11. Children who have been Baptised**

Children who have been baptised with certification. Evidence must be provided.

#### **12. Other Reasons**

Any children whose parents wish them to attend the school for other reasons. Parish refers to Grangetown St Paul, St Dyffrig and St Samson.

Evidence provided refers to a signed reference from the church vicar/minister/pastor or faith leader, to include a brief history of involvement and attendance.

#### **Oversubscription of a category**

In the event of over subscription, priority will be given to children who live nearest to the school in the oversubscribed category (where proximity is recognised by Cardiff County Council Transport department).

\*Category 5 Siblings - priority will be giving to multiple birth children.

In cases of families with shared parental responsibility home address is the address where the child resides for the majority of the week.

## TREDEGARVILLE CHURCH IN WALES PRIMARY SCHOOL (N)

### Oversubscription Criteria

The Governing Body has a duty to prioritise admissions of children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code). There is also a duty to prioritise the admission of children with a Statement of Special Educational Need or note in lieu where the school has been named, or children allocated nursery funding by the Early Years Assessment Panel or Case Advisory Panel.

Priority may also be given to children where there are compelling medical or social grounds as supported by documentary evidence from a medical consultant or social worker.

If the number of remaining applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. Children residing in Cardiff who attend an Anglican Church as substantiated by a reference from a vicar/priest.
2. Children residing in Cardiff who attend a church of another Christian denomination, as substantiated by a reference from a vicar/priest.
3. Children who already have a brother or sister at the school and whose brother/sister will be a registered pupil when the new pupil is admitted (this includes full, half or step brothers/sisters, adopted or fostered who are living in the same house).
4. Children who live closest to the school, measured as the safest walking route, as advised by Cardiff Council.

### Definitions

1. The child's ordinary place of residence will be defined as the property at which the person or persons with parental responsibility for the child reside at the closing date for receiving application.
2. Where parental responsibility is held by more than one person, and where they reside at separate properties, the child's ordinary place of residence will be defined as the property at which the child resides for the greater part of the week, including weekends.
3. Within each admission's category priority is given to children of multiple births who meet the admissions criteria.

### Right of Appeal

Parents whose application to the Reception class has been unsuccessful have the right to appeal. To make an appeal parents must write to the Chair of Governors within 15 days of receiving notification of an unsuccessful application.

The appeal will be considered by an independent panel administered by the Llandaff Diocesan Board of Education. There is no appeal process for nursery applications as this is non-statutory education.

## SECONDARY EDUCATION

### ADMISSIONS CRITERIA FOR CATHOLIC HIGH SCHOOLS

**For full copies of admission policies please contact the individual school.**

**Any enquiries should be addressed to the individual school Governing Body.**

### CORPUS CHRISTI HIGH SCHOOL

#### Catchment Area Designated Parishes

Christ the King  
Holy Family  
St Teilo with Our Lady  
of Lourdes  
St Brigid and St Paul  
St Joseph  
St Peter  
St Philip Evans  
St Clare's (*but ONLY that part which is north of the railway line and north and west of Western Avenue*)

#### Designated Catholic Primary Schools

Christ the King  
Holy Family  
  
St Bernadette  
St Joseph  
St Peter  
St Philip Evans

The detail of external boundaries is shown on a map held at the school and copies of the relevant section may be obtained on request.

The order in which parishes and schools appear has no significance.

#### Oversubscription Criteria Order of Priority

Children will be admitted in accordance with the following priority. Qualification within a category is determined at the time the application is considered by the governors or, in the event of an appeal, at the date of the appeal determination. If the governors are unable to admit all applicants within a particular category, priority will be given to those residing closest to the school measured by Cardiff Council using the method set out in the Cardiff Council School Admissions Policy 2019/20 [para 7.8 Proximity].

A child with a statement of additional learning needs naming Corpus Christi as the designated school will be admitted.

For categories 1; 3; 4; 5; 6 and 7 the applicant must be a Baptised Catholic.

- 1 Looked after or previously looked after Baptised Catholic children.
- 2 Looked after or previously looked after non-Catholic children
- 3 Baptised Catholic children
  - (a) residing in the catchment area and
  - (b) attending a designated Catholic Primary School.
- 4 Baptised Catholic brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.
- 5 Baptised Catholic children
  - (a) residing in the catchment area and
  - (b) attending a non-designated Catholic Primary School.
- 6 Baptised Catholic children residing in the catchment area.
- 7 Other Baptised Catholic children.

For categories 2, 8, 9, 10, 11, 12, 13, 14 and 15 a child is not required to be a Baptised Catholic.

- 8 Children
  - (a) residing in the catchment area and
  - (b) attending a designated Catholic Primary School.
- 9 Brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.
- 10 Children
  - (a) residing in the catchment area and
  - (b) attending a non-designated Catholic Primary School.
- 11 Children residing in the catchment area who can demonstrate with a letter of support from a minister or person in authority, that particularly in the previous year, they have actively engaged in supporting a Christian denomination.
- 12 Children residing in the catchment area who can demonstrate with a letter of support by a person in authority, that particularly in the previous year, they have actively engaged in supporting a non-Christian faith.
- 13 Other children residing in the catchment area.
- 14 Other children.
- 15 The governors may admit any child without regard to the above criteria (but not so as to give priority over any applicant in category 1) whose application

shows exceptional medical reasons. Evidence in statement form supported with any documents such as a medical report or letter in support from a doctor or other health or social services professional must be supplied with the application. The application shall explain why Corpus Christi is most suitable and describe the difficulties if required to attend a different school. [code 2.39].

Brothers and sisters include children with at least one common parent [including adopted children]. Children of multiple births will all be admitted to a single year if one can be offered a place.

Proof that a child is Baptised Catholic is required with every application. A copy of the baptismal certificate is proof [and required unless not available for good reason when other evidence must be submitted].

Proof of the residential address of the child at the time of application is also required.

#### Further Procedures

1. The decision to offer a place to an applicant is entirely that of the governing body (subject to appeal).
2. The deadlines for the determination and communication of admissions have been decided after consultation with the Local Authority and in accordance with Welsh Government guidelines. The dates for 2019/20 are:

Admissions information sent to parents/schools	Week commencing Monday 24 September 2018
Closing date for receipt of preference forms	Monday 19 November 2018
Notification of results to parents of applications to Voluntary Aided Schools	Friday 1 March 2019
Closing Date for receipt of Statutory Appeals	Monday 18 March 2019

3. For Year 7 applications in the normal admission round, two application forms must be completed – a Local Authority (LA) form and a Corpus Christi High School form.
  - a. The LA application must be submitted via the Council's Online Application Service or by a completed preference form emailed to [schooladmissions@cardiff.gov.uk](mailto:schooladmissions@cardiff.gov.uk) or posted to School Admissions, Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW [refer to Cardiff Council School Admission Booklet 2019/20]

- b. The Corpus Christi High School form must be submitted direct to the school. This application form can be obtained from Corpus Christi High School, the headteacher of a designated Catholic primary school or downloaded from the Corpus Christi High School website. Children at designated Catholic primary schools may submit this form through their headteacher in accordance with Archdiocesan practice.

For Year 7 applications outside the normal admission round and all other in-year applications, only the Corpus Christi High School form (para 3b above) is required.

4. Completed application forms must be received by the school and the LA on or before the specified date.
5. Information must be correct and accurate at the point of application. Default may result in a place offered being withdrawn in accordance with the Admissions code paras.3.40-3.41.
6. Applicants will be notified of the result of the application in writing by the governors on the date specified in paragraph 2 above. In the event of an application for admission being refused, the parent/ carer has a right to exercise their right of appeal. Detail of the procedure will be given with every refusal and is also set out below. An applicant's name will remain on the waiting list notwithstanding an appeal.
7. LATE APPLICATIONS made in the normal admissions round will be considered with other in time applications only if a valid reason for delay in all the circumstances is given, otherwise only after all applications made within time have been determined. Applications made outside the normal round for admissions will be considered and a decision notified in the soonest of 15 school days or 28 calendar days. All refusals may be appealed. [code 3.17].

#### Further Information

In September 2018, the standard admission number for entry into Year 7 is 186 and 417 pupils applied for admission. In September 2017, the standard admission number for entry into Year 7 was 186 and 343 pupils applied for admission. In September 2016, the standard admission number for entry into Year 7 was 186 and 245 pupils applied for admission. In September 2015, the standard admission number for entry into Year 7 was 186 and 234 applied for admission.

#### APPEALS PROCEDURE

1. A form of appeal, which can be obtained from the Clerk to the Governors, must be completed and received by the school 14 days (10 school days) after the notification of refusal.
2. An independent Appeals Panel will be convened as soon as is practicable to determine the appeal and in any event within 30 days.

3. The Appeals Panel will be composed of a minimum of three persons in accordance with Welsh Government (WG) requirements. Their independent decision will be binding on both the governors of the school and on the appellant.
4. The Appeals Panel will be provided with all previous correspondence but the appellant may also attend the hearing and speak to the panel in person.
5. The appellant will generally be given at least fourteen days' notice of the Appeals Hearing.
6. The Appeals Hearing will take the following format as recommended by the Welsh Government:

#### Stage 1

- (i) Representatives of the governing body of Corpus Christi High School will present the case for their decision not to admit the appellant's child.
- (ii) The appellant may question the representatives of the governing body.
- (iii) The Appeals Panel will then retire to decide whether admitting all appellants would prejudice the provision of efficient education and use of resources at the school. If they decide that all appellants can be admitted, proceedings will stop and appellants will be notified that their children will be admitted to the school. If the panel decide that admitting all appellants would cause prejudice, the Appeals Proceedings will move to Stage II.

#### Stage 2

Proceedings at this stage are not held in a group, as in Stage 1, but on an individual basis involving the Appeals Panel, the representatives of the governing body and the appellant (and a friend or representative if the appellant wishes). The purpose of this stage is for the Panel to judge whether the individual circumstances of the appellant's child should outweigh the prejudice which might arise to the school should more children be admitted. Proceedings will continue in the following order:

- (i) The appellant or his/her representative will put the case for the appeal.
- (ii) The representatives of the governing body may question the appellant.
- (iii) The representatives of the governing body may sum up.
- (iv) The appellant may sum up.

The Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

The Appeals Panel will make a decision on the appeal in private once it has heard the cases of all appellants. Appellants will be informed of their decision in writing, usually within a week.

- Governors will not normally consider repeat applications for the same academic year unless there has been a change of circumstances relevant to the application.

## MARY IMMACULATE HIGH SCHOOL

### Catchment

Mary Immaculate High School was established to serve Catholic and non-Catholic community in the West of Cardiff. The school offers a secondary education to children drawn from its Catholic family of schools and these children normally reside within the parish boundaries as outlined below

### Designated Parish

Holy Family  
St Francis and St Clare's  
St Mary of the Angels  
St Patrick's

### Designated Catholic Primary Schools

St Cuthbert's  
St Francis  
St Mary's  
St Patrick's

### Note

The order in which parishes and designated schools appear has no significance.

### OVERSUBSCRIPTION CRITERIA

All applications must be completed using the school's application form. Completed forms should be returned directly to Mary Immaculate 'Admissions Committee'. The admission number is 159. Places will be allocated up to the school's admission number without the application of any conditions. In the event of oversubscription, i.e. the number of applications exceeds the admissions number then the following oversubscription criteria, listed in order of priority, will be used

- Those children who are (or have been) designated 'Looked After';
- Baptised Catholic children who attend one of our designated Catholic primary schools;
- Baptised Catholic children who do not attend one of our designated Catholic primary schools but have a sibling at Mary Immaculate;
- Baptised Catholic children who do not attend one of our designated Catholic primary schools
- Other children who attend one of our designated Catholic primary schools
- Non-Catholic children who do not attend one of our designated Catholic primary schools, but who have a sibling at Mary Immaculate

- Children of a Christian denomination, other than Catholic, who wish to receive a faith education at Mary Immaculate;
- Children of a religious tradition, other than Christian, who wish to receive a faith education at Mary Immaculate; and
- Any other children who wish to receive a faith education at Mary Immaculate.

### Notes

- 'Catholic' children are those baptised members of the Catholic Church. Evidence of baptism will be required. In the event of this request, the parish priest where a child was baptised will be able to provide certification. This certificate will be required.
- A 'sibling' is defined as a biological brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or foster children who live at the same address and who will still be on the school register at the time of admission. In the case of multiple birth children the Governing Body will seek to ensure that all children are admitted to avoid family separation.
- Applications from children of other Christian denominations and/or religious traditions will be required to provide evidence, such as a supporting letter from a minister or Imam.
- In the event of a tie-breaker, i.e. where there are more applications from children with a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school (defined as "closest walking distance from where the child resides as verified by Primary School and Cardiff Local Authority School Transport Department).
- Children with an SEN Statement that clearly designates Mary Immaculate will be admitted.
- It is important that information is correct and accurate at the time of application. If there are changes in circumstances that occur between the application process and the admission decision, these will only be considered on an individual basis. Further evidence and explanations may be required.

### Late Applications

Late applications made in the normal admissions round will only be considered with in time applications if a reasonable reason for the delay in all the circumstances is given. Otherwise, late applications may be rejected.

### Further Procedures

- The decision to offer a place to an applicant is entirely that of the governing body admissions panel (subject to appeal). The deadlines for the determination and communication of admissions

have been decided after consultation with the Local Authority and in accordance with Welsh Government guidelines. The dates for 2019/20 are:

Admissions Information sent to parents/schools	Monday 24th September 2018
Closing date for receipt of applications	Monday 19th November 2018
Notification of results to Local Authority	Thursday 31st January 2019
Notification of result of application to parent	Friday 1st March 2019
Closing date for acceptance or rejection by parent	Friday 15th March 2019
Closing date for receipt of statutory appeals	Friday 22nd April 2019
Appeal hearings	TBA

- Application must be submitted in writing, signed by a parent/carer on the application forms which can be obtained from the school or the Headteacher of a designated Catholic primary school. Children at designated Catholic primary schools will normally apply through their Headteacher in accordance with Archdiocesan practice. Applicants must express a preference in accordance with the law and will therefore have to complete two application forms - an LA form (for other schools) and a green Catholic schools form for Mary Immaculate.
- Completed application forms must be received by the school on or before the specified date. Applications for children in designated Catholic primary schools should be returned to the primary Headteacher. All other applications should be returned to Mary Immaculate directly by the closure date.
- Information must be correct and accurate. Failure to produce relevant documentation (e.g. Baptism certificates) may mean a place is withdrawn.
- Applicants will be notified in writing by the governors as soon as possible after the determination of their application. In the event of an application for admission being refused, the parent/carer has a right to exercise their right of appeal.

#### Appeals Procedure

- A form of appeal, which can be obtained from the Clerk to the Governors, must be completed and received by the school 21 days after the notification of refusal;

- An independent appeals panel will be convened as soon as it is practicable to determine the appeal;
- The Appeals Panel will comprise of three persons in accordance with Welsh Assembly Government (WAG) requirements. Their independent decision will be binding on both the governors of the school and the appellant;
- The Appeals Panel will be provided with all previous correspondence but the appellant may also attend the hearing and speak to the panel in person;
- The appellant will generally be given at least 14 days' notice of the Appeals Hearing.
- An applicant's name will remain on the waiting list notwithstanding an appeal.

## ST ILLTYD'S HIGH SCHOOL

### Oversubscription Criteria

#### Admissions Categories

176 students will be admitted to Year 7 in September 2019. Where there are more than 176 applications, then 176 places will be allocated to the children of parents whose initial applications were received by the closing date. Applications will be considered in the following order of priority:

CATEGORY NUMBER	DESCRIPTION	EVIDENCE REQUIRED
1	Looked After Children (presently or previously)	Notification from Local Authority
2	Baptised Catholic children who attend a designated Catholic Primary School	A copy of the Baptismal Certificate or notification from the Church where baptised.
3	Baptised Catholic children who are not enrolled at a designated Catholic Primary School	A copy of the Baptismal Certificate or notification from the Church where baptised.
4	Baptised Catholic brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.	A copy of the Baptismal Certificate or notification from the Church where baptised.

5	Baptised Catholic children residing in the catchment area	A copy of the Baptismal Certificate or notification from the Church where baptised.
6	Other baptised Catholic children	A copy of the Baptismal Certificate or notification from the Church where baptised.
7	Children of other denominations, who have a sibling on roll as of 1st September 2019	Name and form group of sibling.
8	Non-Catholic children who attend a designated Catholic Primary School.	Confirmation from primary school
9	Children of other Christian denominations whose parents attend a church.	Evidence in writing of practice of worship from a Priest, Minister or recognised Pastor.
10	Children from a non-faith background whose parents wish them to be educated in a Roman Catholic School.	Letter written by parent/carer stating reason for application

11. The governors may admit any child without regard to the above criteria (but not so as to give priority over any applicant in category 1) whose application shows exceptional medical reasons. Evidence in statement form supported with any documents such as a medical report or letter in support from a doctor or other health or social services professional must be supplied with the application. The application shall explain why St. Illtyd's is most suitable and describe the difficulties if required to attend a different school.

\* In all categories a copy of the birth certificate must be provided.\*

#### Notes

In the event that there are more applicants than places available within a category, the direct distance of the child's home to the school will be the determining factor. Distance will be measured by GPS information available at the time from the front door of the child's home address (including flats) to the main entrance of the school.

If there are more applicants than places then those who are not admitted will be placed onto a waiting list until Order on the waiting list will be determined by the oversubscription policy.

In the case of children who are asylum seekers or refugees (where there may be no paper evidence of baptism or commitment to another denomination or faith) evidence may be sought from a relevant agency or otherwise.

For the purpose of this policy a "sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carers partner, and in every case, the child should be living in the same family unit at the same address.

Parents who are not offered a place for their child have the statutory right to an appeal hearing before an independent panel. Parents wishing to appeal should do so by letter. The letter should be sent to the Clerk to the Governors within 14 days of notification of the decision not to admit.

#### Right of Appeal

Parents who are not offered a place have the statutory right to appeal against the decision of Governing Bodies in the matter of school admissions. The Appeal's Panel is entirely independent of the Governors and of the Local Authority.

An Appeal Form can be obtained from the school office. This should be completed and returned to the Clerk to the Governors within 14 days of notification of the decision not to admit. The Appeals Panel will then meet to consider the Appeal and any supplementary information provided within 30 days of the receipt of the appeal.

## ADMISSION CRITERIA FOR CHURCH IN WALES HIGH SCHOOLS

### ST TEILO'S CHURCH IN WALES HIGH SCHOOL

#### Foundation Places

The Governors will offer 160 Foundation Places each academic year. In the event of over-subscription, places will be offered in accordance with the categories detailed below. Within each category first priority will be given to:

1. Those who fully satisfy the criterion, but also have a brother or sister already in attendance at the school (see note 1 below).
2. Those who fully satisfy the criterion, and the proximity of the family home to the school (see note 2 below).

## FOUNDATION PLACE ADMISSION CRITERIA

- A. Looked after Children, and children where the school is named in a statement of Special Educational Needs, whose family satisfy the requirements of a Foundation place (see note 3 below).
- B. Children who have been baptised and who attend a Church in Wales Primary School and whose families are active and practising\* members of the Anglican Community.
- C. Children who have been baptised and attend any other Primary School whose families are active and practising\* members of the Anglican Community.
- D. Children who attend a Church-in-Wales Primary School.
- E. Children whose families are active and practising\* members of another mainstream denomination of the Christian faith.
- F. Children whose families are active and practising\* members of another mainstream faith.

### Foundation Place notes:

Foundation places will be allocated on the basis of the evidence provided on the Application Form by the family, and confirmed by the clergy/minister or faith leader, of the frequency of attendance and contribution to the life and work and witness of their church or place of worship. Where an application does not have a completed faith section, then the application will automatically be considered as an Open application. Applications cannot be modified once submitted.

In addition, in each category, consideration will be given to children of families who provide evidence at the time of application that the child has a particular educational, social or medical need which can be met especially well within the caring Christian environment of St Teilo's School, and who are already in support from the church in meeting those needs. Places will be allocated based on evidence provided by the family in a personal statement at the time of application and confirmed by the clergy/minister/church or faith leader and a professional consultant as appropriate.

*\*The determination of active and practising is made by reference to the answers to questions on the Application Form and the period of active worship is as significant as the frequency.*

If there are fewer than 160 qualified applicants for Foundation Places any unfilled places will become additional Open places.

1. Sibling is defined as a biological brother/sister, a half-brother/sister, a step-brother/sister, an adopted and/or fostered brother/sister. In the case of multiple birth children the Governing Body will seek to ensure that all children are admitted to avoid family separation;

2. Proximity refers to the distance measured by calculating the miles from the school post code to the parent's/ carers home post code. The school uses Google maps to calculate home to school distance in miles to the nearest two decimal places;
3. Looked after children are children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)

The Governors have designated 80 places each year as Open Places to be offered to children who do not qualify for Foundation Places, but whose parents have chosen the school for the type of education it provides. In the event of over-subscription, places will be offered in accordance with the categories below. Within those categories the proximity of the family home to the school will (where necessary) be used to determine the allocation (see note 1 below):

## OPEN PLACE ADMISSION CRITERIA

- A. Looked-after Children, and children where the school is named in a statement of Special Educational Needs, whose family do not satisfy the criteria for admission to a Foundation Place (see note 2 below).
- B. Children who have a brother or sister in the school whose family do not satisfy the criteria for admission to a Foundation Place (see note 3 below).
- C. Children whose family home lies within the catchment areas of Bryn Celyn, Glyncoed, Llanedeyrn and Springwood Primary Schools, whose family do not satisfy the criteria for admission to a Foundation Place.
- D. Any other children whose families do not satisfy the criteria for admission to a Foundation Place.

### Open Place note:

In each category consideration will be given to children of families who provide professional evidence at the time of application that the child has a particular educational, social or medical need which can be met especially well within the caring Christian environment of St Teilo's School. Places will be allocated based on evidence provided by the family in a personal statement at the time of application from a medical professional, social worker or educational psychologist which explains what specific difficulties the child has and why St Teilo's is considered to be the most suitable school and the difficulties that would be caused by attending another school.

1. Proximity refers to the distance measured by calculating the miles from the school post code to the parent's/ carers home post code. The school uses Google maps to calculate home to school distance in miles to the nearest two decimal places;
2. Looked after children are children who are looked after by the Local Authority (as defined by Section 22 of

- the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13);
3. Sibling is defined as a biological brother/sister, a half-brother/sister, a step-brother/sister, an adopted and/or fostered brother/sister. In the case of multiple birth children the Governing Body will seek to ensure that all children are admitted to avoid family separation.

## THE BISHOP OF LLANDAFF CHURCH IN WALES HIGH SCHOOL

### Procedure for Admission

- 2.1. The standard admissions number for the school is 180 in Year 7. As a faith school, 150 places are reserved as 'Foundation' places (ie. those children who are considered at "the heart of the Church"); while 30 places are reserved for children within the 'Community'.
- 2.2. Parents/carers must complete The Bishop of Llandaff application form. Where a family wishes to be considered for a 'foundation' place, they will be expected to complete the relevant section. The school will seek references to verify faith commitment from the named priest/minister (see note 3). Families who wish to apply for a 'community' place do not need to complete this section. Where an application does not have a completed faith section, then the application will automatically be considered as a community application. Applications cannot be modified once submitted.
- 2.3. The governors' admissions sub-committee meets in January of each year to consider all applications from parent(s)/carer(s) for places in Year 7 for the following September. Applications should be received by the stated admissions deadline.
- 2.4. Where there are 180 or fewer applications, all applicants will be allocated a place. Where there are more applications received than places available, the governors will offer places using the following oversubscription criteria in the order stated
  - a) Looked after, or previously looked after, children (see note 1);
  - b) Baptised children, or children of baptised parent(s)/carer(s), who attend a Church-in-Wales service on a weekly/fortnightly basis and have done so for (at least) the past two years;
  - c) Baptised or dedicated children, or children of baptised or dedicated parent(s)/carer(s), who attend a Christian denomination (see note 2), other than the Church-in-Wales, service on a weekly/fortnightly basis and have done so for (at least) the past two years;
  - d) Children who have a sibling of statutory school age at The Bishop of Llandaff High School at the time of application (see note 5);
  - e) Baptised or dedicated children, or children of baptised or dedicated parent(s)/carer(s), who

- attend a Church-in-Wales service on a monthly basis and have done so for (at least) the past year;
- f) Baptised or dedicated children, or children of baptised or dedicated parent(s)/carer(s), who attend a Christian denomination (see note 2), other than the Church-in-Wales, service on a monthly basis and have done so for (at least) the past year (see note 1);
- g) Children who attend a Church-in-Wales primary school;
- h) Children who attend a faith-based primary school, other than Church-in-Wales;
- i) Children, or children of parent(s)/carer(s), who attend a place of worship, other than Christian (see note 2), on a weekly/fortnightly basis and have done so for (at least) the past two years;

Children, or children of parent(s)/carer(s), who attend a place of worship, other than Christian (see note 2), on a monthly basis or occasionally and have done so for (at least) the past year;

- k) Children who have compelling medical need (see note 4); and
- l) None of the above.

- 2.5. Where The Bishop of Llandaff High School is named in a statement of special educational need, governors have a duty to admit the child to the school.
- 2.6. Proximity of the parent's/carers' home address to the school will be used for each criteria where the number of applications exceeds the limit of 180 (see note 6).

### 3. Appeals Procedure

In accordance with the requirements of the School Standards and Framework Act 1998, the governors have established an appeals procedure. Parent(s)/carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Llandaff and is entirely independent of the school and the local authority. Notice of intention to appeal should be sent to the Admissions Officer at the school who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

### Notes

1. **Looked after children** are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989);
2. **Christian/Christian denomination** refers to those Christian denominations affiliated to Churches Together in Wales (Cytun) or the Evangelical Alliance, as recognised at the point governors determine places (ie. January) of the year of admission;
3. **Faith commitment** refers to worship attended on either Saturday or Sunday. Worship attended as part

- of a primary school experience or non-formal worship (eg. "Messy Church") does not apply;
4. **Compelling medical need** refers to a child who has a serious medical condition/disability to the extent where the parent(s)/carer(s) feel the child must attend this school. This must be specified on the application form. Governors can only consider applications under this category if there is a written recommendation from a medical consultant providing detailed and compelling reasons for the student's admission to the school;
  5. **Sibling** is defined as a biological brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister or foster children who live at the same address and who will still be on the school register at the time of admission. In the case of multiple birth children the governing body will seek to ensure that all children are admitted to avoid family separation. Governors do not give priority in the case of families whose church attendance has 'lapsed'. This category remains subject to the limit of 'community' places as specified in 2.1 of the policy;
  6. **Proximity** refers to the distance measured by calculating the miles from the school post code to the parent's/carer's home post code. The school use Google maps to calculate home to school distance in miles to the nearest two decimal places.

#### 4. Accuracy of Information

Please be aware that if parents/carers are found to have provided misleading or fraudulent information as part of the application, the offer of a place will be withdrawn and is likely to lead to the

## FOUNDATION SCHOOLS

### WHITCHURCH HIGH (FOUNDATION) SCHOOL

#### 1 Admissions of pupils

- 1.1 As a Foundation school Whitchurch High School will always be a comprehensive school where pupils in Years 7 to 11 will be admitted without reference to ability or aptitude. The governors are committed to ensuring the inclusive nature of the school and ensuring that admissions to the school reflect the wide diversity of the community which the school has served for a significant number of years.
- 1.2 Admissions are entirely the responsibility of the school's Governing Body under the direction of the First Minister, Welsh Assembly Government. This Admissions Policy has been drawn up in accordance with the Welsh Assembly Government's "Statutory Code Document 002/2009: Schools Admission Code" and in consultation with the Local Authority, Cardiff County Council and other interested parties.

- 1.3 Admissions to Whitchurch High (Foundation) School are dealt with by the Governors' Admissions Sub Committee and are subject to the published current applicable admissions policy relevant at that point in time. There are different admission criteria for entry to:

- Years 7 to 11 (Key Stages Three and Four)
- Years 12 and 13 (Key Stage Five - The Sixth Form)
- The Special Resource Base

- 1.4 The admission number of Whitchurch High School is:-

- 390 pupils per year group (Years 7 to 11)
- Up to 330 pupils for Years 12 unless exceptional circumstances dictate
- 10 pupils per year group (Special Resource Base) 80 in total

#### 2 Admissions to the Special Resource Base

- 2.1 Whitchurch High (Foundation) School operates a Special Resource Base for pupils with moderate/severe learning difficulties. The unit takes up to 80 pupils with additional learning needs from across the County Council. Pupils admitted to the Special Resource Base (SRB) will be pupils with a Statement of Educational Need which identifies the school SRB.

- 2.2 If the parent of a child with a SEN statement wishes to appeal against the school named in the statement, or the fact that no school has been named, the appeal is to:

#### The Special Educational Needs and Disability Tribunal for Wales

- 2.3 The school works closely with the Local Authority to ensure the successful entry of those admitted to the Special Resource Base once the admissions panel have agreed places.

#### 3 Applying for a place in Year 7

- 3.1 Children transfer to secondary school in the September following their eleventh birthday. In the Autumn Term parents of Year 6 pupils, including those from primary partner schools for Whitchurch High (Foundation) School ( Birchgrove Primary; Coryton Primary; Gabalfa Primary; Hawthorn Primary; Llanishen Fach Primary; Rhiwbeina Primary; and Whitchurch Primary Schools) are invited to apply for admission in the following academic year.

Parents have the right to express a preference for their child to attend Whitchurch High School which will be considered individually and complied with wherever possible. However, Whitchurch High School is normally oversubscribed in every year group. Parental preferences will still be considered but the priorities set by the governors, outlined below, will be applied. In deciding which children to admit to a school, the governors apply the criteria set out below in the order of priority shown (1. being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed

preference. The governors will not normally exceed the school's Admission Number of 390.

Applications for admission to secondary schools (Year 7) can be made from the start of Autumn term 2018 and the closing date for applications is Monday 19th November, 2018.

**Please note that Whitchurch High School is taking part in Cardiff Council's pilot scheme offering a common admissions process for Year 7 applications for September 2019. This means that as a parent you can make one application and you will be able to do this on-line; you can indicate up to five different schools that you wish to apply for; if you are not offered a place at your first choice you would automatically be considered for your second choice, and so on.**

*Please note that some faith secondary schools are not part of this pilot and you would have to apply directly to these schools if they would be one of your choices.*

As Whitchurch High School is part of the common admission process pilot your application to the school can be made on-line through the Cardiff council website [www.cardiff.gov.uk](http://www.cardiff.gov.uk). If you are not able to apply on-line you would be able to do so in writing.

### 3.2 Oversubscription criteria (Years 7 to 11)

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which pupils to admit:

- i. Children in receipt of a statement of Special Educational Needs (SEN). Where Whitchurch High School is named in a statement of SEN the governors have a duty to admit the child to the school.
- ii. Looked after children (children in public care) and previously looked after children.
- iii. Pupils who are on roll in one of the school's partner primary schools: Birchgrove Primary; Coryton Primary; Gabalfa Primary; Hawthorn Primary; Llanishen Fach Primary; Rhiwbeina Primary; and Whitchurch Primary School.
- iv. Pupils who live within the school's catchment area with older brothers/sisters attending Whitchurch High School at the time of their admission to the school. Brothers and sisters include half brothers and sisters; step brothers and sisters; and any adopted brothers and sisters who share the same home address on the date of entry to Whitchurch High School.
- v. Pupils who are not on roll at any of the designated partner primary schools but who, by virtue of their address would normally expect to be taught at one of these schools.
- vi. Pupils who live outside the catchment area with a sibling attending the school when they join.

### General Notes

If the numbers of pupils in any one of the above categories exceeds the published admission number, the governors give particular regard to the degree of proximity of the pupil's home to the school. Distance is measured from either the main lower school gate (Manor Way entrance) to the child's front gate/entrance to flats, or from the lower school gate (Glan y Nant Terrace) to the child's front gate/entrance to flats (whichever a child walking to school would use). If a child lives at different addresses during the week, the address where he/she stays overnight for the greater number of nights per week will be considered.

Admission requests by twins, triplets and other multiple births will be considered together in accordance with the above criteria. If the criteria is met both twins, all triplets, etc would be admitted to the school.

Admission requests by Children of UK services personnel moving into the area will need to meet residency requirements with confirmation of proof of posting.

### 3.3 Admissions Timetable Year 7

Deadline dates refer to the annual allocation of places to the Year 7 age group in September 2018.

Admissions information issued to parents. Cardiff Council online application service opens	Monday 24th September, 2018
Closing date for application	<b>Monday 19th November, 2018</b> <i>Only applications received by this date are considered in the initial round of allocation of places. Other forms will be considered as late applications.</i>
Notification of result of application by	Friday 1st March, 2019
Deadline for acceptance of places offered	2 weeks after notification, Friday 16th March 2018
Closing date for receipt of statutory appeal	Friday 22nd April, 2019
Appeal hearings	Appeals are heard by an Independent Appeals Panel arranged through Cardiff County Council.

3.4 Only applications received by the closing date of Monday 19th November, 2018, will be considered in the initial round of allocation of places and applicants will be notified of the result of their application on Friday, 1st March, 2019.

3.5 There is a two week window for acceptance of place/ places made for example by Friday 15th March, 2019, for initial round of allocation of places.

- 3.6 Late applications will be considered when good reason is given for their delay or when they refer to a looked after child or a child with a Statement of Special Educational Need. Other late applications will be considered after the initial allocation of places is made on 1st March, 2019. The Admissions Sub Committee will meet in the week of 18th March, 2019 and monthly thereafter, if required, until the end of the summer term 2019. Refused applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places.
- 3.7 In the case of an application for admission being refused by the governing body parents/carers have the right to appeal to an Independent Appeal Panel (see Right of Appeal below).
- 3.8 Where a place has been refused, Whitchurch High (Foundation) School will operate a waiting list. Applications received in the normal admission round will remain on the waiting list until 30th September, 2019. If places become available whilst the waiting list is in operation they will be allocated in accordance with the oversubscription criteria set out in section 3.2 (i to vi). Placing a child's name on the waiting list does not affect the parent's right of appeal against an unsuccessful application.
- 3.9 Any applications for admission to Whitchurch High (Foundation) School outside the normal admission round will be supplied with an application form at the first point of contact and this will be considered without delay and the decision to offer or refuse a place will be given within 15 school days or 28 calendar days, whichever is the sooner. Parents whose application is turned down are entitled to appeal to an independent appeals panel.
- 3.10 Applications received outside of the annual allocation of places for in year admissions will remain on the waiting list until the end of the term in which the application is made. After this time parents will be expected to make a further application for admission.

#### **4 Right of Appeal**

- 4.1 Any parent/carer (except one whose child has been permanently excluded from two schools) whose child is refused a place at Whitchurch High (Foundation) School has a statutory right of appeal to an Independent Appeal Panel. Parents/carers or young people who have had an offer of a place withdrawn also have a right of appeal. Details of the appeals procedure are provided with any letter indicating an application has been refused.

### **WHITCHURCH HIGH SCHOOL ADMISSION APPLICATION FORMS 2019/20 INFORMATION FOR PARENTS**

Please read these notes carefully. Where applications exceed the number of places available the following criteria will be applied, in the order set out below, to decide which pupils to admit:

1. Children in receipt of a statement of Special Educational Needs (SEN). Where Whitchurch High School is named in a statement of SEN the governors have a duty to admit the child to the school.
2. Looked after children (children in public care) and previously looked after children.
3. Pupils who are on roll in one of the school's partner primary schools: Birchgrove Primary; Coryton Primary; Gabalfa Primary; Hawthorn Primary; Llanishen Fach Primary; Rhiwbeina Primary; and Whitchurch Primary School.
4. Pupils who live within the school's catchment area with older brothers/sisters attending Whitchurch High School at the time of their admission to the school. Brothers and sisters include half brothers and sisters; step brothers and sisters; and any adopted brothers and sisters who share the same home address on the date of entry to Whitchurch High School.
5. Pupils who are not on roll at any of the designated partner primary schools but who, by virtue of their address would normally expect to be taught at one of these schools.
6. Pupils who live outside the catchment area with a sibling attending the school when they join.

#### **General Notes**

If the numbers of pupils in any one of the above categories exceeds the published admission number, the governors give particular regard to the degree of proximity of the pupil's home to the school. Distance is measured from either the main lower school gate (Manor Way entrance) to the child's front gate/entrance to flats, or from the lower school gate (Glan y Nant Terrace) to the child's front gate/entrance to flats (whichever a child walking to school would use). If a child lives at different addresses during the week, the address where he/she stays overnight for the greater number of nights per week will be considered.

Admission requests by twins, triplets and other multiple births will be considered together in accordance with the above criteria. If the criteria is met both twins, all triplets, etc would be admitted to the school.

Admission requests by Children of UK services personnel moving into the area will need to meet residency requirements with confirmation of proof of posting.

**Transfer to Secondary Education:**

Only applications received by the published closing date for receipt of application will be considered in the initial round of allocation of places. Application for transfer to secondary education in September 2019 can be made on-line through the Cardiff Council website [www.cardiff.gov.uk](http://www.cardiff.gov.uk) with effect from Monday 24th September, 2018. It is the responsibility of parents to ensure that an application is made by the closing date of Monday 19th November, 2018. Applications made after this date will be considered as late applications.

**NOTES FOR THE GUIDANCE OF PARENTS****Permanent address**

Please ensure that the details are correct and it is your child's permanent home address; NOT the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move.

**Residence**

If your move involves the purchase of a property you will need to provide a solicitor's letter confirming exchange of contracts and the actual completion date. Whitchurch High School cannot accept a letter confirming your intention to purchase a property.

If your move involves the renting of a property you will need to provide a copy of your tenancy agreement from a recognised letting agency, estate agent or solicitor confirming the lease start and end date.

If your move involves returning to live in a property you already own you will need to provide written evidence of the date that you will move back into the property. If you have rented your property to someone else you will also need to provide evidence that you have given your tenants notice to leave.

If we are not satisfied with the evidence you have provided we will ask for additional information. If we do not receive satisfactory evidence Whitchurch High School will be unable to accept your application from the new address.

**Late applications**

Following the first round of allocations, late applications will be considered in accordance with the published admissions criteria. Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

**Siblings**

For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

**Shared responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

**Appeals process****Looked After Children**

Looked After Children who fail to meet the entry requirements and wish to apply will be offered an interview to discuss suitability for further study at level 3.

**Extenuating Circumstances**

In cases where parents/carers believe there to be extenuating circumstance a letter (of no more than two sides of A4) providing details should be sent with the application to the Admissions Officer, Whitchurch High School - Email: [whs2@whitchurch.cardiff.sch.uk](mailto:whs2@whitchurch.cardiff.sch.uk) for the attention of the Chair of Governors providing details. These will be considered by the Admissions Sub-Committee of the Governing Body.

**Appeals**

If you wish to appeal against a decision a letter (no more than two sides of A4) should be sent to the Admissions Officer, Whitchurch High School - Email: [whs2@whitchurch.cardiff.sch.uk](mailto:whs2@whitchurch.cardiff.sch.uk) for the attention of the Chair of Governors providing details. The admissions sub-committee of the governing body will meet to consider appeals in the first week of the autumn term. This will allow for students to be clear about their learning pathways at the earliest possible opportunity at the start of the academic year.