St Peter's RC Primary School

Admissions Policy
2025-2026

Approved by	Gareth Rein	Headteacher	Date: 25/09/22
			Revised: 02/07/24
Approved by	P McManus	Chair of Governors	Date: 25/09/22
			Revised: 02/07/24

Please note that this policy currently contains indicative dates and these will be confirmed once the dates are known.

Indicated Admission Number 60
The admissions policy applies to admissions in the academic year 2025-2026

Introduction
St Peter's Roman Catholic Primary School will act in accordance with all relevant provisions of the statutory codes of practice (the Welsh Assembly Government School Admissions Code (July 2013) and the School Admission Appeals Code of Practice (December 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to "admission authorities" shall be deemed to be references to the Voluntary Aided Governing Body of St Peter's Roman Catholic Primary School. References to "the Local Authority" or "LA" shall be deemed to be references to Cardiff City Council. In particular, St Peter's Roman Catholic Primary School will have regard to the Archdiocese of Cardiff advice and will participate in the co-ordinated admission arrangements operated by Cardiff Local Authority.

In line with Cardiff City Council school admission policies application for admission to St Peter's Roman Catholic Primary School will be made in line with parental preference.

The indicated admission numbers for schools is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set out in the Welsh Government Circular 021/2011.

The Admissions Number is 60

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'. That Committee has a minimum of three governors of which one must be the head teacher. Accordingly, the Admissions Committee of St Peter's Roman Catholic Primary School Governing Body, will, if there are more applications than places available, admit according to the oversubscription criteria in the relevant age group.

St. Peter's RC Primary School has a Catholic ethos. The school is governed as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school or of no faith background to apply for and be considered for a place here. Indeed the School welcomes and encourages applications from all families.

Children can start school in the September following their 4th birthday. The legal requirements confirm that parents are able to delay the admission of their child until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the expectation however that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply.

When considering admission to the Reception year group, parents should be aware that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Parents applying for a place in Reception year at the school must express a preference for a place in the school on the Council's School Admission Portal at www.cardiff.gov.uk and also complete the school's application form. Applications can be made online via the school's website and paper application forms will be available on the school website from Monday, 11th November 2024. All applications must be on the school's agreed application

form. Applications can only be made by the person/s holding parental responsibility for the named applicant. The person completing the application will be required to make a declaration to this effect.

All applications should be returned to the school by Monday, 13th January 2025 **.** It is the responsibility of parents/carers to ensure that the school receives their completed application form safely and on time. If posting an application, it is recommended that the form is sent by recorded delivery and that you provide a stamped address envelope so that receipt of your application can be acknowledged.

Applications received by the closing date will be considered by the Admissions Committee at the same time. Parents will be notified of the result of their application in writing by the Governing Body on the offer date of Monday, 17 April 2025 unless one of your higher preferences has been offered through the coordinated admissions procedure. Appeals will be heard from [4] May 2025.

Nursery Admissions

Children are entitled to a part-time Nursery place from the start of the term after they have turned three. Parents can apply for a Nursery place for their child by completing a Nursery application form which is available on the admissions page on the school website. The oversubscription criteria listed above also applies for Nursery applications.

Oversubscription Criteria

1. Baptised Roman Catholic children whose families are residing in
(i) St Peter's Parish
(ii) that part of St Bridget's, St Paul's and Christ the King parishes south of Eastern Avenue. (Defined in notes below)

2. Baptised Roman Catholic children with a brother or sister currently in the school.

3. Baptised Roman Catholic children not in any of the above categories

4. Baptised children of other denominations (defined in notes below) who reside in the areas outlined in category 1 Applications must be accompanied by proof of baptism

5. Baptised children of other denominations who reside outside the areas determined in Category 1. Applications must be accompanied by proof of baptism

6. Children of other faiths not listed, who seek a Catholic education. Applications will not be considered unless a statement providing confirmation of membership accompanies the application and can be verified.

7. Baptised children of other denominations with a brother or sister in the school

8. Non-baptised children who have brothers and sisters in the school

9. Non-baptised children who reside in Cardiff.

Relevant Notes and Definitions

1. **Parish Maps**

Maps of the Parish of St Peter's, St Brigid's, St Paul's and Christ the King Parishes are available at the school so that parents /guardians of applicants can confirm which category in the oversubscription criteria their child's application matches.

2. **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 (section106 of the Education Act 2005, All Wales Education regulations 2009) and

Looked after Children and Previously Looked after Children will have priority in all clauses of the Oversubscription Criteria.

3. **Additional Learning Needs**

Where St Peter's RC Primary School is named in a Statement of **Additional Learning Needs (ALN)** the pupil will be admitted

4. **Siblings**

Twins, triplets or quads will have the first consideration in the admission of any siblings. Children who have a brother or sister at the school must be able to prove that the sibling is on roll at St Peter's RC Primary School in the September the applicant would begin school and any reference to the youngest sibling in the school will mean, the youngest commanding the highest degree of priority

Definition of sibling for the purposes of an application:

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. For clarity in consideration of admission this means the Admissions Committee will admit a sibling who 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, cohabiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

5. **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.

6. **Home Address**

The Admissions Committee will also require proof of residency in support of all applications, and for this purpose, parents / carers must submit a copy of their current Council Tax Statement, recent utility bills, bank statement or driving licence in order to verify their home address

7. **Certificate of Baptism.**

If you have indicated that your child is a baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application. Evidence must include a Baptismal Certificate or written confirmation from a priest. If confirmation of a course of preparation for baptism has begun and is confirmed in writing by the parish priest then the applicant will be admitted under the relevant category.

8. Application under Categories 4 and 5 Definition of 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.

9. Application under Category 6

If you have indicated that your child is of another faith than Roman Catholic, then the evidence is required to be submitted with the application. Evidence must include a letter of support from your Minister or Faith Leader. If not, your application will be considered under Categories 7 or 8

10. Medical Need

When an applicant seeks admission to the school on medical grounds, then the application, **must** be supported by a letter from the ***Consultant*****,** who is overseeing the care of the child

11. 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.

12. 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 coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data

13. Late Applications

Applications received after the closing date will be considered when a good reason is stated such as a family moving into the area.

14. Waiting List

A waiting List will be maintained until 30th September in the school year in which the applicants applied. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria, not on the date the application was received. If a place becomes available before an admissions appeals panel is heard the governors will consider those on the waiting list according to the oversubscription criteria. If the governors place an applicant on a waiting list it will not affect the parent's right of appeal**.**

15. Appeals Process

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Peter's RC Governing Body Admissions Committee 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 December 2013. 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 **30 September** 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
- Reason for Rejection
- Right of Appeal
- Process for that Appeal
- Deadline for Response

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 Appeals Process Information Notes to parents who appeal against a decision of the Governing Body not to admit an applicant.
The 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.

16. 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. Appeals will be heard within thirty school days

17. Late Appeals

Where an appeal is submitted after the specified date it will normally only be considered where the parent can demonstrate that there was a reasonable cause for the appeal not to be made on time. The Clerk will write to the parents advising them whether or not a late appeal is to be heard in the light of the circumstances described by the parents.

Approved 25.09.2023
Revised 02.07.2024