



School Admissions Guidance for September 2024

'I have come so that they may have life and have it to the full'
John 10:10

The Admission of Pupils to Catholic Schools

The DfE has recently released a new version of the School's Admissions Code the first change made since 2014 which came into effect from 1st September 2021.

The main purpose of the changes to the code is to improve the in-year admissions process, in particular for vulnerable children and includes more detail on:

- the process for managing in-year admissions;
- changes to improve the effectiveness of fair access protocols; and
- other minor clarification changes.

Significant changes include

- the legal requirement to process in-year applications within ten school days and the requirement for own admission authority schools to notify the LA if they intend to be part of the in-year coordinated admissions scheme on an annual basis. In relation to In-year admissions it is important that governing boards review paragraphs 2.23–2.31 of the 2021 code and that they pay particular attention to paragraph 2.26 which sets out what information needs to be provided to parents in relation to how the In-Year admissions process will work. The 2021 code requires admission authorities to have set this out on the school's website by 31st October 2021, and 31st August in subsequent years, how in-year applications will be dealt with. The following information **must** be provided;
 1. Information in relation to how parents can apply for a place
 2. A suitable application form and Supplementary Information Form (if not part of the LA co-ordinated scheme).
 3. When parents will be notified of the outcome of their application and (the aim is within 10 school days but they must be notified within 15 school days of receipt of the application).
 4. Details about the right to appeal.
 5. If you are part of the LA co-ordinated scheme you must provide information about where parents may find information about the scheme.

As well as a change in the definition of a Looked After or previously Looked After Child to include children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A summary of the changes contained in the 2021 schools admissions code produced by the CES can be accessed [here](#) (Notification of this late change by the DfE was circulated to schools through the weekly email newsletter in June/July 2021).

Governing boards should familiarize themselves with the new provisions to ensure their admissions arrangements remain compliant with the code.

The 2021 Code may be accessed via the following link

<https://www.gov.uk/government/publications/school-admissions-code--2>

This diocesan guidance must be read in conjunction with the School Admissions Code, its associated regulations and the School Admissions Appeals Code. This guidance complements the Code. It focuses on those areas that are of most concern to the governing boards of Catholic schools. Governors and panel members most directly concerned with admissions and appeals against admission decisions will need to be thoroughly familiar with the Code as well as this guidance.

This guidance does not offer comprehensive coverage of all school admission matters. Its purpose is to highlight diocesan policies on school admissions and to give guidance on the important issues relevant to voluntary aided Catholic schools.

It is the duty of the governing board to ensure that the school's admissions policy is compliant with the Code. Where governing boards choose to exercise discretionary powers which are permitted by the Code **but not recommended by the Diocesan Department for Education, the Department may be unable to provide support in the event of any challenge.**

There can be no absolute guarantee that the advice in this guidance is 'lawful': That is a matter for the Courts. The question of whether an admissions policy is fair or reasonable is a matter for the Schools Adjudicator

Roles & Responsibilities

The Diocese

This Guidance is intended to help school admission authorities to agree and administer the admission process for their schools in order that both the bishop's expectation of all Catholic schools giving first priority to Catholic applicants is carried out and that admissions processes at Catholic schools in the diocese are in line with the Admissions Code.

A major focus is to provide schools with guidance on how to draw up admission arrangements, particularly with reference to membership of the Catholic Church and practice. This is particularly pertinent for Catholic schools as the Admissions Code places a mandatory requirement for schools to both consult the diocese when membership or practice is to be demonstrated and to have regard to any diocesan guidance 'when constructing faith-based oversubscription criteria'

The governing boards of Catholic schools are required to consult with the diocese before determining admission arrangements. Governing boards should only use definitions provided by the diocese in relation to how membership of the Church or practice is to be demonstrated.

As the diocese has an overarching responsibility in the provision of Catholic places, it is a requirement that all schools in the diocese consult with the Diocesan Department for Education (DDFE) when any change to the school's published admission number (PAN) is being considered and secure the approval of the Trustees through the DDFE.

The Bishop

The Code states that admissions authorities of faith schools “must have regard to any guidance from the board or person (Director and Episcopal Delegate in Salford), representing the religion or religious denomination when constructing faith-based oversubscription criteria”.

The Diocesan Department for Education is ‘the board’. DDFE acts on behalf of the Bishop in these matters.

“To have regard to” means to follow the advice given, unless good reason can be provided for not doing so.

Admission authorities must also consult with the board or person representing the religion or religious denomination when deciding how membership or practice of the faith is to be demonstrated. Diocesan advice on membership and practice in the Catholic Church and on related oversubscription criteria follow in Section 6 below.

Governing Boards and Academy Trusts

For voluntary aided schools the governing board is the admissions authority. For academies the academy trust is the admissions authority, although the implementation of the policy will be delegated to the local governing board.

Governing boards and academy trusts have a statutory duty to draw up, consult on and determine their admissions arrangements within the statutory timeframes. The admission arrangements define how children will be admitted to the school and must include criteria against which places will be allocated when there are more applications than places.

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with the Code. Governors of all diocesan schools have a responsibility to comply with the Trust deed of their diocese and with their Instrument of Government (VA schools) or Articles of Association (academies). The Admissions Code places a mandatory requirement for schools to both consult the diocese when membership or practice is to be demonstrated and to have regard to any diocesan guidance ‘when constructing faith-based oversubscription criteria’. Governing boards should only use definitions provided by the diocese in relation to how membership of the Church or practice is to be demonstrated. All oversubscription criteria in the admissions arrangements must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation (para 1.8 of the Admissions Code).

Appropriate admissions arrangements which, first of all, serve the needs of the Catholic population contribute significantly to securing the religious character of the school. Foundation governors are appointed to preserve and develop the religious character of the school.

It should be noted that admission arrangements include not just the policy but the overall procedures, practices, criteria and supplementary information elements. It is the governors of Catholic schools in the diocese who are responsible for ensuring that their admission arrangements are in accord with any guidance issued by the Episcopal Delegate acting canonically for the Bishop.

The Headteacher

Governing boards should consider carefully the composition of the admissions committee, guarding against any possible conflicts of interest for those who make decisions. Whilst a headteacher can be a member of an admissions committee he or she cannot act in place of the governing board in determining the school's admission policy, or in deciding on the admission of an individual child. The headteacher should declare an interest should a family be known to them. Headteachers, or any other member of staff, must not interview prospective applicants or their parents.

The Priest

In the Diocese of Salford the role of the priest in the admissions process is fundamental in enabling the bishop's expectation that all Catholic schools will give first priority to Catholic applicants. Part of that role is to provide evidence, where applicable, about practice. This should be done using the supplementary information form. The priest should not be asked for any additional information.

Membership of the Catholic Church is evidenced by a Certificate of Baptism. However, there will be circumstances when the priest may be asked to provide evidence that a child/parent has been received into the Roman Catholic Church.

The basis for the priest providing information is on the understanding that he is not part of the governors' decision to admit or refuse a child. The information provided by the priest in relation to school admissions will be available to all involved in the admissions arrangements including admission appeal panel members.

Governing boards should consider carefully the composition of the admissions committee, guarding against any possible conflicts of interest for those who make decisions. It is recognised that priests have to maintain a balance between their pastoral and other roles and that there is a potential conflict of interest for any priest who is a governor of a school. Priests are also governors in the school, and therefore must not normally be members of the admissions committee and must not take part in the governors' discussions relating to applications and decisions on who should be offered places.

The role of the Parent/Carer

Parents who seek a Catholic education for their children must find out the admission arrangements for each school to which they may wish to apply. If anything is unclear they should seek help from the school. Schools may need to provide guidance and translated information to some parents or carers but care should be taken that this does not take the form of an interview.

Parents/carers must ensure that they complete the Local Authority's Common Application Form (CAF). An application is not valid without the completion and submission of the CAF. Many Catholic schools request the completion of a Supplementary Information Form (SIF) particularly to establish the level of religious practice and/or membership of other Christian and faith traditions. The completion of a SIF is not obligatory but parents/carers need to be aware that if a completed SIF is not submitted when requested, governors can only consider the application against the oversubscription criteria on the information in the CAF and evidence they

receive such as the baptismal certificate. It should be noted that a separate SIF needs to be completed for each Catholic school that parents/carers apply for.

The Local Authority (LA)

The LA has two functions: (i) to act as the admissions authority for community and voluntary controlled schools; and (ii) to co-ordinate all admissions in its area. There is no requirement for the LA to co-ordinate in-year applications; they must explain in the composite prospectus how in-year applications can be made.

Priority to Catholic Applicants

In circumstances where there are fewer applications than places (i.e. the Published Admission Number has not been reached), the governing boards of Catholic schools are required by law to offer places to all applicants, whether Catholic or not.

Where there are more applicants than places, the Code allows the governing board of a Catholic school to use faith-based oversubscription criteria and allocate places by reference to faith.

Catholic schools are founded by the Catholic Church for the advancement of the Catholic religion. It follows therefore that the governing boards of Catholic schools must, wherever possible, confer priority to Catholic applicants. Applicants who are not Catholic should be given priority only in exceptional circumstances.

The governing boards of Catholic maintained and publically funded independent schools must also bear in mind that in England and Wales, they form a vital and valued part of the overall pattern of state provision and that children from the wider community in urgent need of a place in a local Catholic school, even when they are not themselves Catholic, should not be neglected.

Children with a Statement of Special Educational Needs or Education Care Plan

A pupil with a statement of Special Educational Needs or an Education, Health and Care Plan which names the school must be admitted whether Catholic or not before any other places are allocated. **The governing board must be consulted** and allowed to make representations before the school is named. This provision does not need to be set out in the school's admissions policy.

Social, Medical or Pastoral Needs

Some governing boards may wish to offer a small number of places to pupils in exceptional circumstances should the need arise. However, the inclusion of such categories can complicate the application and allocation process and unduly raise parent's expectations of obtaining a place. The diocese does **not** recommend including such categories. If they are used, extreme caution is needed, as such a criterion can easily be seen as lacking in objectivity. Where governing boards decide to include the criterion, the following factors should be borne in mind.

- The admission arrangements **must** make it clear what circumstances are envisaged, and what evidence will be needed to demonstrate this.

- Evidence, or claims under this criterion **must** be made at the time of application. Governing boards should not accept a case which is put forward retrospectively.
- The needs should be the needs of the child, **not** the social or domestic convenience of the family.
- The case must be made for a place at the particular school in question **not** a general need.

Summer Born Children

Parents may seek a place for their child outside of their normal age group, for example, if the child is a gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The governing board **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Governors must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the headteacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where the governing board agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the local authority and the governing board **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Looked After Children and Those Previously Looked After

A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. **Included in this definition are those children who appear to the governing board to have been in state care outside of England and who ceased to be in state care as a result of being adopted. (Code 2021).**

The code allows Catholic schools to give first priority to Baptised Catholic Looked After Children and previously Looked After Children followed by all other Catholic Children. Then priority to other Looked After Children and previously Looked After Children followed by all other Non-Catholic Children.

Following CES advice the Diocesan Department for Education requires that priority should be given to Catholic applicants.

The Diocesan recommendation regarding Looked After Children is that first priority is given to Baptised Catholic Looked After Children and Baptised Catholic previously looked after children

For example

1. **Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.**
2. Baptised Catholic children resident in the parishes of [parishes must be named].
3. Other Baptised Catholic Children who have a sibling in the school at the time of admission
4. **Looked After Children and previously Looked After Children.**
5. Other children who have a sibling in the school at the time of admission.
6. All remaining applicants.

Children who are members of particular Catholic churches other than the Roman Catholic Church, for whom there is no suitable alternative provision may be accorded priority. There is no requirement to define what is meant by 'Catholic' in the school's published policy.

The following 'non-Catholic' children should not normally be accorded priority:

- 'Non-Catholic' siblings where Catholic children are unable to secure places;
- All the children from a named Catholic feeder primary school, whether the children are Catholic or not. A place in a Catholic primary school for a child who is not Catholic should not be treated as a guarantee of a place in a Catholic secondary school at the expense of Catholic applicants.

It is recommended that schools include within their policies a statement explaining that the admission of a non Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.

'Catholic' means:

- Holding a Certificate of Baptism signed by a priest of the Catholic Church;
- Holding a certificate of reception of baptised Christians into the Catholic Church.

Any applicant experiencing difficulty obtaining written evidence of baptism or reception into the Catholic Church with good reason may still be considered as baptised Catholics following consultation with the Episcopal Delegate.

The practice of the Catholic faith by the child's parents is not a relevant factor in determining whether the child is Catholic.

The Code allows the governing boards of Faith Schools to confer priority to applicants from other Faiths if they wish. There is no expectation on the part of the Diocesan Department for Education that this should be considered, since Catholic schools are provided for Catholic children, not children from other Christian traditions or other Faiths. However, where this is considered necessary or desirable, great care must be taken to define what evidence must be produced by the parents and how the evidence will be used when giving higher priority to some 'non-Catholic' children ahead of others. The recommendation of the Diocesan Department for Education is that no religious discrimination should be attempted other than between Catholic and all other applicants.

Policy Consultation Timeline

Consultation on proposed changes must be for a minimum of **6 weeks** and must be take place between **1st October and 31st January**.

The governing board must determine the policy no later than **28th February**.

The policy must be published (as a minimum on the school website) and copied to the local authority and the Diocesan Department for Education no later than **15th March**.

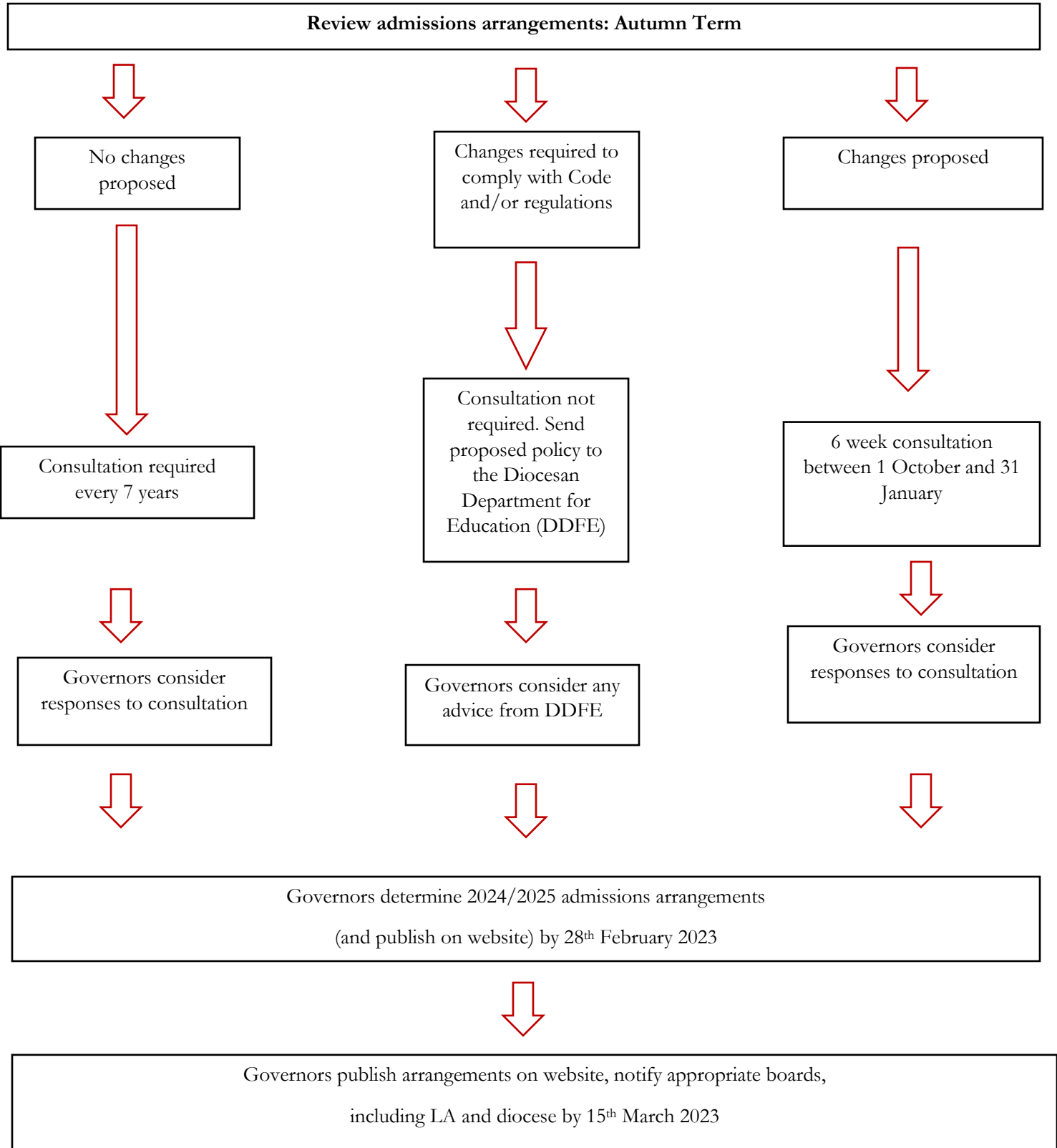
Any objections to the policy must be submitted to the Schools Adjudicator by **15th May**.

The governing board must supply all the information needed for the local authority by **31st July**.

The composite prospectus compiled by the local authority must be published online and in hard copy by **12th September**.

Review, statutory consultation and determination of admission arrangements

Process



Further Notes for Governing Boards

Acceptable Variations

The following are considered to be acceptable additions or variations to the outline model policy.

- Baptised Catholic children of staff at the school may be conferred priority where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage. The governing board should detail which posts meet this criteria and why.

Diocesan advice is that if this criterion is included it must be after all baptised Catholic children resident in the parish served by the school, have been allocated a place and after all looked after children (baptised or not), have been allocated a place.

- In the relatively small number of schools who find it extremely difficult to accept all baptised Catholic applicants and where such applicants cannot be easily accommodated in neighbouring Catholic schools, the governing board may include a process to choose the children of ‘practising Catholic Families’. Before any admissions policy includes this criteria a full discussion regarding the rationale for the inclusion of this criteria must take place with the Episcopal Delegate.

In-Year Fair Access Protocols

Each local authority is required to prepare and agree with the majority of schools a ‘fair access protocol’ the purpose of which is to ensure that the most vulnerable and hard to place children (as defined in the protocol) requiring places outside the normal admissions cycle are offered school places as quickly as possible.

By virtue of section 96 of the School Standards and Framework Act, 1998, the local authority retains a very broad power to direct schools to admit what were in 1998 described as ‘hard to place’ children. The purpose of the protocol is to ensure that this power of direction is used fairly and according to agreed criteria. It must include arrangements for monitoring so it can be demonstrated that schools are being treated equitably.

It is therefore in the interests of schools to co-operate with the local authority in carrying out this challenging and sometimes controversial duty.

The Fair Access protocol is not required to take account of the faith designation of the school (although some do) or of class size legislation.

Governing boards must not refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour.

The fair access protocol must not require a school automatically to admit another child with challenging behaviour to replace a child excluded from the school.

Published Admissions Number (PAN)

The governing board is required to set an admission number for each 'relevant age group' i.e. the age group at which pupils are, or will **normally** be, admitted. For primary schools, this is likely to be the Reception age group, but there may be other entry points, and if so, the admission number for that age group must also be specified in the policy.

Likewise, for most secondary schools, there are likely to be entry points at year 7 and to the sixth form at year 12. Should there be any other points of entry, the admission number for this age group must be specified.

The governing board **must not**, increase its PAN without the agreement of the Diocesan Trustees. Canon Law provides that each diocesan bishop or his delegate has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in this area. The expansion of any Catholic school is part of the strategic place planning and therefore, within the canonical responsibility of the Episcopal Delegate on behalf of the Bishop. All Catholic schools are required by their governing documents to comply with the requirements of canon law.

Where the governing board determines a PAN that is higher than in previous years, they must notify the local authority that they have done so and make specific reference to the change on their website as soon as determined (see para 1.48 of the Code). The governing board should always consult with the diocese in good time to obtain its consent to the increase in its PAN, allowing sufficient time for it to be factored into the next admission round if approved. Approval **must** not be assumed for an increase/decrease to the PAN.

The Admission of Children with Special Educational Needs

By virtue of Section 324 of the Education Act 1996, governing boards are obliged to admit a child with a statement of special educational needs that names their school. However in advance of that process the Local Authority must provide either a copy of the proposed statement and appendices or, where they are proposing to amend part 4 of an existing statement, either the proposed amended statement or the amendment notice together with a copy of the existing statement, and in either case, the appendices and give the governing board the opportunity to make observations.

The governing board may object to the direction on the grounds that the school is unsuitable to the child's age, ability, aptitude or special educational needs, or that the placement would be incompatible with the efficient education of the other children with whom the child will be educated, or with the efficient use of resources. The local authority has a duty to consider such objections and may consider these sufficient to warrant the naming of another school.

In turn the parents may also appeal against that decision to the Special Educational Needs and Disability Tribunal (SENDIST)

For the child's needs to be best addressed it is important that the process outlined is applied thoroughly and with a clear understanding of the responsibilities resting on all parties

Consultation

Where changes are proposed, arrangements for entry must be subject to consultation for a minimum of 6 weeks between 1st October and 31st January in the determination year*

Admissions authorities must consult with:

- Parents of children between the ages of 2 and 18;
- Other persons in the relevant area who, in the opinion of the admissions authority have an interest in the proposed admissions;
- All other admission authorities including the local authority within the relevant area except that primary schools need not consult secondary schools;
- Any adjoining local authorities where the admission authority is the local authority and;
- In the case of faith schools, the body or person representing the religion or religious denomination.

For the duration of the consultation, the admission authority must publish a copy of their full proposed admission arrangements, including the proposed PAN on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought. Admission authorities must also provide on request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent appeals or complaints.

*Determination Year

The School year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

Appeals

The new 2022 Schools Appeals code came into force on 1st October 2022. It can be found here:

[School Admission Appeals Code 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106111/school-admission-appeals-code-2022.pdf)

Model Admission Policy

This model policy is not prescriptive. CES produce examples of admission policies which can be accessed by **(link CES insert)**. It offers a suggested form of words appropriate for a Catholic school. Other forms of words may be equally compliant with the Code.

The model is for a primary school assuming admission aged 5. Junior or Secondary schools admitting at age 7 or 11 may wish to confer priority to Catholic children attending **named** feeder schools. It is essential feeder schools are named.

Significant physical features such as rivers, canals and main roads should be used to define pupil catchment areas, Local authority boundaries must not. When defining catchment areas, parish boundaries or former parish boundaries may be used, but you **must** describe the physical boundary using **text and physical features** to describe it. For example:

Children in the parish of (insert new parish name) and living in the following catchment area

St X Primary School Catchment Area

From the junction of Denmark Road and Oxford Road, along Oxford Road, Grafton Street, Upper Brook Street, Plymouth Grove, Bryant Close (both sides in St Joseph's parish), Lauderdale Crescent (both sides in St Joseph's parish), Stockport Road, Higher Ardwick and the railway line to and along Fairfield Street, London Road, Piccadilly, Portland Street, Lloyd Street North and Denmark Road to Oxford Road [.....]

Or show on a map.

[INSERT] CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY AND ARRANGEMENTS 2023/2024

[INSERT] is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by **[Name of local authority]** and is a voluntary aided school. The Governing board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2023, the governing board has determined that the number of children to be admitted to **[the relevant year]** will be [...]

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the website [\[insert link\]](#) If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the supplementary form which is available from the school.

If there are fewer than **[PAN]** applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

Example

1. **Baptised Roman Catholic Looked After Children, Baptised Roman Catholic previously Looked After Children and Looked After Children adopted from overseas.**
2. Baptised Roman Catholic children resident in the parishes of [parishes must be named], or the catchment area described if amalgamated.
3. Other Baptised Catholic Children who have a sibling in the school at the time of admission
4. Other baptised Catholic children.
5. **Looked After Children and previously Looked After Children.**
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by [the method used by the local authority]. In the event of distances being the same for 2 or more applicants, places will be allocated by [method used by the local authority].

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15th January 2022 (primary)/31st October 2021 (secondary). Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. **Included in this definition are those children who appear to the governing board to have been in state care outside of England and who ceased to be in state care as a result of being adopted.**
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Delegate will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with Canon Law.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. ‘Sibling’ is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For ‘In Year’ applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- i. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a “summer born child”, parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.