

St. Patrick's RC Primary School



Admissions Policy 2025-26

In faith we grow, with hope for the future and love for one another
Tyfwn mewn ffydd â gobaith ar gyfer y dyfodol a chariad tuag at ein gilydd

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St Patrick's RC Primary School

Admissions Policy and Oversubscription Criteria for

Indicated Admission Number 45 School Capacity Number 315

The admissions policy applies to admissions in the academic year 2025-26

St Patrick's Catholic Voluntary Aided Primary School aims to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of school life. It is essential that the Catholic character of the school's education be fully supported by all families in the school. It is expected that all applicants desire a Catholic education for their child and will therefore give their full, unreserved and positive support for the aims and ethos of the school.

The Standard Admissions Number (SAN) for the Reception class intake is 45. The school capacity is 315. The governing body has sole responsibility for admissions to this school.

St. Patrick's RC Primary School will act in accordance with all relevant provisions of the statutory codes of practice (the Welsh Assembly Government School Admissions Code and the School Admission Appeals Code of Practice 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 references to the Voluntary Aided Governing Body of St. Patrick's RC Primary School. References to "the Local Authority" or "LA" shall be deemed references to the Cardiff County Borough Council. In particular, St. Patrick's RC Primary School will have regard to the Archdiocese of Cardiff advice and will participate in the co-ordinated admission arrangements operated by the Local Authority.

In line with Cardiff, school admission policies application for admission to St. Patrick's RC Primary School will be made in line with parental preference.

The Indicated Admission Number is 45

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

Opening statement

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. Patrick's RC Primary School Governing Body, will, if there are more applications than places available, admit according to the oversubscription criteria in the relevant age group.

1. Being the highest priority, The Governing Body of St. Patrick's RC School will not exceed the school's admission number or breach the limitations imposed by statutory maximum class size (30) where this applies.

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 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.

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Thursday 16 April 2026, unless you have been offered one of your higher preferences through the coordinated admissions process.

Parents whose applications have been unsuccessful have the right to appeal. To make an appeal parents must complete an appeal form and send it 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 Board of Governors. Following allocation of places, children who have been unsuccessful will be placed on our waiting list.

For the rest of the year if places become available they are allocated on the basis of the published over-subscription criteria (see below). Waiting lists do not give priority to children based on the date the application was made. For example, if a child makes an application outside the normal admissions round, and has a higher priority using the criteria, they must be ranked above those with lower priority already on the list. The waiting list will remain in operation until the end of the academic year within which the application was made or until the place is no longer required (whichever comes first).

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 whose families are residing in St. Patrick's Parish.
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 baptised into other Christian denominations (as defined in notes below) who reside in the areas referred to in Category 1. Applications will not be considered in this 2023/2024 Admissions Policy St. Patrick's RC Primary School category unless an accompanying letter is provided confirming baptism. If no letter is received the application will be considered under category 9.
6. Children of other faiths not listed, who seek a Catholic education.
7. Non-baptised children who have brothers or sisters in the school
8. Non Baptised Children.

DEFINITIONS

In this policy, the following definitions shall apply:

Clauses 1,2,3,4 the use of the term “Catholic.”

Catholic: means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church

For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church

Notes for Clauses 6 and 7: 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 7: 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, cohabiting 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.
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 license in order to verify their home address

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.

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.

Definition of Sibling

Children who have a sibling on roll at St Patrick's 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.

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.

Additional Learning Needs: Schools cannot refuse a child with an Additional Learning Need even if by doing so they would exceed their admission number. Pupils with Individual Additional/ Special Educational Needs where St. Patrick's 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

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.

Looked after Children and children with Additional Learning Needs will be admitted.

Waiting List

A waiting list will be maintained. 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.

Applications must be made by means of a completed application form and returned to St Patrick's Primary School, the admitting Authority.

The Governing Body Admissions Panel will meet to determine admissions and if required apply the oversubscription criteria.

Parents will be notified by:

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Patrick's 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

based on 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. Patrick's RC Primary School Appeals Process Information Notes to parents who appeal against a decision of the Governing Body not to admit an applicant.

St Patrick's RC 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.

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 a late appeal is to be heard in the light of the circumstances described by the parents.

Appeal Panel

St Patrick's Catholic 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 are heard by an independent Appeal Panel of at least three members, established by the school according to the Admissions Appeals Code of Practice regulations

At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent of a registered

pupil at a school. One member acts as Chair of the Panel.

No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.

Parents should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

The Powers of the Appeal Panel

The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents, the child must be admitted to the School. Once an Appeal Panel has considered an appeal, it is not required to hear a second appeal in respect of the same child for admission to the school in the same academic year.

The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission appeal panel. It will cover such issues as failure to act independently or fairly but it does not include an issue where a person simply feels that the decision was wrong.

An Appeal Panel decision can only be overturned by the Courts, where the parents or Admission Authority are successful in applying for Judicial Review of that decision.

The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The appeal panel cannot change the oversubscription criteria of St Patrick's Catholic Primary School. Therefore, the Panel is unlikely to uphold an appeal where the school has applied the oversubscription criteria in a reasonable fashion. St Patrick's Catholic Primary School's oversubscription criteria is attached as an Annex to this note

Action prior to the Appeal Panel meeting

Parents have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance. St Patrick's Catholic Primary School may also present its representations and evidence to the Clerk to the Appeal Panel at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members

Any materials presented by St Patrick's Catholic School Governing Body will be sent in advance to the parents and any materials presented by the parents will be sent in advance to School's representatives. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

Notice of the Appeal

Parents will receive written notice at least 14 days before the date their appeal will be heard unless the parent agrees to a shorter notice period.

Representation

Parents are encouraged to attend the Appeal Panel meeting in person and to make oral representations, that is, to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents may also bring an interpreter. In all circumstances where the parents bring along someone else, the parents should advise the Clerk at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

The Appeal Panel meeting

The Appeal Panel hearing is in two parts. Firstly, a representative from St Patrick's RC School Governing Body Admissions Committee (Presenting Officer) presents the case that to admit any more pupils would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents together. The parents are given the opportunity to question the Presenting Officer. Secondly, the parents are given the opportunity to present to the Appeal Panel individually (without other parents present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:

- A. The parents present their case to the Panel.
- B The Presenting Officer is given the opportunity to question the parents.
- C The Presenting Officer sums up the Admission Authority's case.
- D The parents sum up their case.

The Appeal 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.

After the Appeal Panel meeting

The Clerk to the Panel will normally send the written decision of the Appeal Panel to the parents within seven days of the meeting. Reasons for the decision made should be stated.

Non-attendance at the Appeal Panel hearing if the parents provide the Appeals Administrator or Clerk to the Panel with their telephone number, the Appeals Administrator/Clerk to the Panel will inform the parent of the date and time of the Appeal Panel hearing both by letter and by telephone.

If through unforeseeable circumstances, the parents are unable to attend the hearing on the day, they must telephone the Appeals Administrator/Clerk to the panel or school immediately and give the reason for the non-attendance. The parents will be

asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the parents' reason for non-attendance, whether to hear the appeal in the absence of the parents or defer consideration to a subsequent hearing. Where parents fail to attend on two occasions, the Appeal Panel will consider the appeal in the absence of the parents.

Further information

Any queries about the appeals process should be made to the Appeals Administrator/Clerk to the Panel. All correspondence should be addressed to the Clerk to the Appeal Panel.

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Policy approved by:

Date

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09.10.2025

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Sarah Marie Jones (Headteacher)

09.10.2025

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