



# **ST HELEN'S CATHOLIC PRIMARY SCHOOL** **ADMISSIONS POLICY**



## **CRITERIA FOR ADMISSION TO SCHOOL**

### **Policy for the Academic Year 2020/2021**

#### **Introduction**

St Helen's Catholic Primary School is a voluntary-aided Catholic school founded by the Archdiocese of Cardiff. The school is on two sites. Pupils aged 3-7 are taught at the Maes Y Cwm Street site and pupils aged 7-11 at the Tynewydd Road site. Admission applications are made to the school as a whole and not to a particular site. The postal code for the school is CF63 4EH. (Code 2.51)

The Governing Body has sole responsibility for admissions to the school. Only the governing body may admit and no representations made by any person including a governor, member of staff, clergy or any member of the local authority can be regarded as an offer or promise of a place. Only an offer made in writing on behalf of the governing body can be accepted as an admission offer of a place at St. Helen's Catholic Primary School.

St. Helen's serves the following Parishes in Barry and the Vale of Glamorgan.

St Helen's, Barry including Sully and Rhoose  
Our Lady and St Illtyd, Llantwit Major  
St Cadoc's, Cowbridge

#### **Admission Number**

The admission number to the Primary school is 44. In addition to the admission number, Government legislation determines that no child aged 5-7 years will be taught in a class of more than 30 pupils as outlined in the Schools Standards and Framework Act 1998.

The School Standards and Framework Act 1998 gives parents the right to express a preference for their children to attend a particular school. Admissions to St. Helen's school will be made in accordance with parental choice, subject to available places.

If the Governing Body receives applications in excess of the 44 available places, it will apply the oversubscription criteria below in order to determine all applications.

This policy takes due regard of the Welsh Government Admission Code 2013.

#### **Oversubscription Criteria**

Children will be admitted in accordance with the following priority:

Priority will be given to children who are Looked After by a Local Authority (LAC) in accordance with Section 22 of the Children Act 1989 **in each category**. Equal priority will also be given to previously Looked After children. (Code 2.32)

Priority will also be given to an applicant with a Statement of Special Educational Needs (SEN) which names St. Helen's Catholic Primary School. (Code 3.51)

1. Catholic children who have been baptised in the Catholic Church who will have a sibling on roll at St. Helen's Catholic Primary School on 1st September 2020. (Baptismal certificate required)
2. Catholic children who have been baptised in the Catholic Church. (Baptismal certificate required).
3. Christian children who have been baptised in another Christian Denomination who will have a sibling on roll at St. Helen's Catholic Primary School on 1st September 2020. (Baptismal certificate or letter from a minister of religion required).
4. Christian children who have been baptised in another Christian Denomination. (Baptismal certificate or letter from a minister of religion required).
5. Children from other faiths who will have a sibling on roll at St. Helen's Catholic Primary School on 1st September 2020 where there is no provision for their children to attend a school of their own faith in the area (letter from minister of religion required).
6. Children from other faiths where there is no provision for their children to attend a school of their own faith in the area (letter from a minister of religion required).
7. Children, who will have a sibling on roll at St. Helen's Catholic Primary School on 1st September 2020, whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. Accompanying letter to be written to Governing Body clearly stating this aim.
8. Children whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. An accompanying letter to be written to Governing Body clearly stating this aim.

The governing body may admit any child without consideration to the above Criteria (with the exception of applicants in category 1 and 2) who demonstrate exceptional medical reasons. Evidence in support of such an application **must** be supported by a medical letter/report from a professional consultant or social services at the time of application, clearly stating why St. Helen's is the most suitable school and outlining any difficulties from attending a local authority school. (Code 2.39)

### **Tie- breaker**

If the Governing Body is unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to children who live closest to the school; as measured by the shortest available walking route. An independent Geographical System (GIS) carried out by the local authority is used to calculate home to school distances. This is determined from the applicant's home address to the school gate on Maes Y Cwm Street.

### **Guidance Notes**

To apply for a place at St Helen's Primary School, a parent/guardian **MUST** provide the following documentation: Baptism and birth certificates along with the admission application form which is available from the school. Proof of address should also be provided.

### **Siblings**

For admission purposes, a sibling is a child 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 marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

**Multiple Births (e.g. twins or triplets)**

When the last child admitted is one of a multiple birth then the remaining siblings will be admitted as excepted children.

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

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places must be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. Children of UK Service Personnel may be given excepted status for infant class size purposes when admitted to a school outside the normal admission round. (Code 3.65)

**Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Application forms received after the published closing date will be processed in the same way, but will be considered only after all the applications received on time. This could mean that there may not be a place available at the School. In exceptional circumstances a late application may be considered by the governing body at the same time as the initial round of applications. (Code 3.15)

**Waiting List**

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30<sup>th</sup> of September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30<sup>th</sup> September in the year of admission. After this time the parents will be expected to make a further application for admission.

**Right of Appeal**

Details of the procedure in accordance with the Education (Admission Appeals Arrangements) (Wales) Regulations 2005 are followed; if an appeal against any decision of the Governing Body on admission is contemplated, information may be obtained from the Admissions Appeal Committee:

C/o Clerk to the Governing Body,  
St. Helen's Catholic Primary School  
Maesycwm Street  
Barry  
CF63 4EH

[sthelenscps@valeofglamorgan.gov.uk](mailto:sthelenscps@valeofglamorgan.gov.uk)