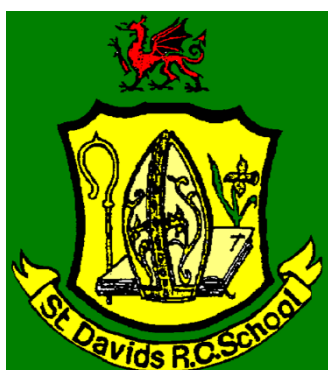


# Newport Roman Catholic Primary Schools

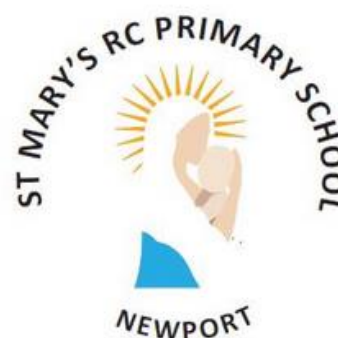
## Admissions Policy 2024-2025



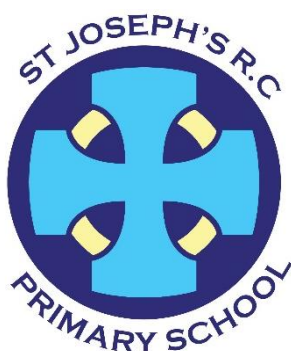
**St. David's R.C.  
Primary School**  
Park Crescent,  
Newport.  
NP20 3AQ



**St. Michael's R.C.  
Primary School**  
Baldwin Close,  
Newport.  
NP20 2LW



**St. Mary's R.C.  
Primary School**  
Queens Hill,  
Newport.  
NP20 5HJ



**St. Joseph's R.C.  
Primary School**  
Fair oak Avenue,  
Newport.  
NP19 8FW



**St. Patrick's R.C.  
Primary School**  
Fairfax Road,  
Newport.  
NP19 0HR



**St. Gabriel's R.C.  
Primary School**  
Ringland Circle,  
Newport.  
NP19 9PQ

Issue	Date	Author
1.0	January 2018	Cluster Primary Headteachers
2.0	December 2018	Cluster Primary Headteachers
3.0	January 2020	Cluster Primary Headteachers
4.0	January 2021	Cluster Primary Headteachers
5.0	January 2022	Cluster Primary Headteachers
6.0	March 2023	Cluster Primary Headteachers

Approved by..... Headteacher on .....

Approved by..... Chair of Governors on .....

## Admission Policy Newport R.C. Primary Schools 2024-2025

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## **Introduction**

The statutory School Admissions Code provides guidance on the process that should be followed when varying the published admission arrangements for any Admissions Authority. In accordance with the code, consultation must be carried out between 1<sup>st</sup> September and 1<sup>st</sup> March in the determination year.

The determination year is the one that starts two academic years before arrangements come into force, and therefore schools must now consult on proposed changes to the admission arrangements effective from September 2024.

The arrangements for September 2023 have already been approved and published via the Schools' Admission Arrangements 2023-2024 document and Newport City Council's Parents' Information Handbook 2023-2024.

A consultation was not necessary this year as there were no changes for 2024-2025.

## **Nursery Admissions Arrangements for St. Michael's and St. Patrick's only- September 2024**

<b>Admissions pack available to parents</b>	12 <sup>h</sup> July 2023
<b>Closing date for application forms to be returned to your first preference Newport Roman Catholic Primary School</b>	6 <sup>th</sup> Sept 2023
<b>Offer date</b>	6 <sup>th</sup> Dec 2023

## **School Admissions Arrangements - September 2024**

<b>Admissions pack available to parents</b>	6 <sup>th</sup> Nov 2023
<b>Closing date for application forms to be returned to your first preference Newport Roman Catholic Primary School</b>	9 <sup>th</sup> Jan 2024
<b>Offer date</b>	16 <sup>th</sup> April 2024

Applicants are advised to ensure that their application is submitted by the relevant closing date.

The Governing Body of each Roman Catholic Primary School is the Admissions Authority of the school and is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the school and the Catholic Community.

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"

The indicated admission numbers for schools are derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

The indicated admission number for each Newport Roman Catholic Primary School is indicated below:

St. David's: 30  
St. Gabriel's: 30  
St. Joseph's: 30  
St. Mary's: 60  
St. Michael's: 30  
St. Patrick's: 30

The admission number for St Michael's Nursery is set at 40 places for Nursery 2024, 20 in each morning or afternoon session.

The admission number for St Patrick's Nursery is set at 40 places for Nursery 2024, 20 in each morning or afternoon session.

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

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 school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

## **Other Information Relevant to Admissions Arrangements**

### **Additional Learning Needs**

For pupils with additional learning needs, admission to school is influenced by parents' preference of school, in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Additional Learning Needs (ALN) Code of Practice. This process might give special priority for admission of a pupil to a particular school. It might also be a reason for refusing a parent's stated preference.

All parents requiring a mainstream school place for their child must make an application through the school admissions process, even if the child has a statement of ALN. Where a school is named in a pupil's statement, they will be automatically admitted to the named school. If no particular school is named it is considered that the needs of the child can be accommodated in any mainstream school and thus no specific priority is afforded and the application will be assessed in accordance with the agreed oversubscription criteria.

### **Transport**

Free home to school transport is provided to primary aged pupils who live 2 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition, the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school and provided that the qualifying distance is met. For

further information or the full home to school transport policy refer to the *Education Services Guide for Parents*.

## **Oversubscription Criteria**

The Governing Body consults on its admission arrangements on an annual basis and attempts where possible to mirror the admission timeframes of neighbouring authorities.

Applications received by the closing date will be considered and places allocated (up to the indicated admissions number of each school) by 16<sup>th</sup> April 2024.

Applications for Nursery (St Michael's and St Patrick's only) September 2024 received by the closing date will be considered and places allocated (up to the indicated admissions number) by 6<sup>th</sup> December 2023.

## **Oversubscription Criteria for Admission to St Michael's and St Patrick's Nursery 2024-2025**

Children who have the school named in a Statement of Additional Learning Needs take priority over all children.

The criterion will be applied in rank order.

1. Baptised Roman Catholic Looked After Children (LAC- children in the public care) or previously Looked After Children.
2. Baptised Roman Catholic children who have siblings in the school at the time of admission.
3. Baptised Roman Catholic children.
4. Looked After Children (LAC- children in the public care) or previously Looked After Children.
5. All other children.

Applications from children who are to be considered under criteria 1, 2 or 3 are asked to provide evidence of baptism or reception into the Roman Catholic Church. Evidence should include written confirmation or certification of baptism / acceptance in the Roman Catholic Church.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school.

**ADMISSION TO NURSERY DOES NOT GIVE PRIORTIY FOR ENTRY INTO RECEPTION IN ANY OTHER YEAR. A SEPARATE APPLICATION MUST BE MADE.**

## Oversubscription Criteria for Admission to a Newport Roman Catholic Primary School 2024-2025

The Governing Body of each R.C. Primary School is the Admissions authority. Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria to all applications and allocate places accordingly.

Where a Newport R.C. Primary School is named in a Statement of Additional Learning Needs, the Admissions Authority has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

The criterion will be applied in rank order.

1. Baptised Roman Catholic Looked After Children (LAC- children in the public care) or previously Looked After Children.
2. Baptised Roman Catholic children who have siblings in the school at the time of admission.
3. Baptised Roman Catholic children.

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

4. All other Looked After Children (LAC- children in the public care) or previously Looked After Children of other Christian, Non-Christian faiths or no Faith.
5. Children of other Christian denominations who have a sibling in the school at the time of admission.
6. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education. **Each application should be supported by a letter or evidence of practice of worship from their religious leader.**
7. Children of other faith traditions who have a sibling in the school at the time of admission.
8. Children of other faith traditions whose parents have demonstrated a wish for a Catholic education. **Each application should be supported by a letter or evidence of practice of worship from their religious leader.**
9. Other children with a sibling in the school at the time of admission whose parents demonstrate a wish for Catholic education.
10. Other children whose parents demonstrate a wish for Catholic education.

After considering the above categories, or if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school with *the exception of St David's where the priority will be based on those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School with a place available when the child is to be admitted)*. See Proximity Section.



## Evidence

An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision.

Applications must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport to authenticate the child's date of birth in all cases

The Admissions Authority also requires proof of residency in support of all applications, and for this purpose parents/carers must submit a copy of their **current year's Council Tax Statement** in order to verify their home address. Any applicant unable to provide this, should submit other photocopied evidence in order to verify the home address. This must be a valid driving licence, a current child benefit or tax credit notification.

## 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 (*with the exception of St David's where the priority will be based on those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School with a place available when the child is to be admitted).*)

The distance between home and school is measured as the shortest available walking route where possible, determined using official routes known to the Council and Highways agencies. The Council deems that a route 'is available' if a child, accompanied as necessary, can walk to school in reasonable safety. In assessing its availability, the council will follow the guidelines prescribed in Welsh Government's Learner Travel Statutory Provision and Operational Guidance June 2014.

Where the Council is unable to identify an available walking route from the home address to the school, the shortest driving route will be used to calculate the home to school distance.

The Council will calculate the distance of the route using specialist Geographical Information Systems (GIS) routing software. In order to ensure fairness and consistency for all applicants, this is the only measurement tool used by the Council.

The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the property. The main entrance is determined by the Council using the Local Land and Property Gazetteer (LLPG). The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the school.

The coordinates of an applicant's address will be determined using the LLPG and Ordnance Survey Address Point data.

Where two or more applicants are being considered for the last available place, and their home to school distance calculations are the same, a trundle wheel will be used to undertake an additional assessment of the distance to the front door of the home.

Where two or more applicants are being considered for the last available place, and the addresses fall within the same building i.e. a block of flats, a trundle wheel will be used to calculate the distance from the front door of the home to the main entrance of the building.

### **Residence**

The Governing Body will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.

### **Siblings**

Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend. Where there is more than one such case, priority will be given to those children closest in age to the siblings already attending the school, as at the admission date.

### **Multiple Births**

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).

## **Notifying Applicants**

The outcome of all applications will be issued in writing by post or email on the relevant offer date. This is the date on which decision letters will be received.

Applicants will not be informed of the decision over the telephone and should allow sufficient time for the decision letter to be received through the post **before contacting the School**.

On receipt of an offer of a place, applicants have fifteen school days to accept the place. Failure to accept the place within this time will result in the offer being withdrawn.

## **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 the published criteria. Parents have the right to appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within fourteen days (ten working days) of the receipt of the refusal letter, to the Clerk of the Governors at the school. Appeals will be heard by an independent panel and conducted in accordance with the School Admission Appeals Code, Statutory Code no 005/2013. The Governing Body and Headteacher play no role in the decision. The decision of the Appeal Panel is binding on all parties.

## **Waiting Lists**

During a phase transfer process, should your child be refused a place at your first preference Newport R.C. Primary School, your child's name will remain on a waiting list for the school until **30<sup>th</sup> September in the year in which the application is made**. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.

A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

After 30<sup>th</sup> September, applicants will be given the opportunity to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

### **Nursery Waiting Lists for St Michael's and St Patrick's Only**

During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30<sup>th</sup> September in the year in which the child is due to start nursery.

If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a nursery's waiting list does not mean that a place will eventually become available at the preferred nursery.

## **Late Applications**

Any applications received after the closing date, or applications that remain incomplete as at the closing date will only be processed after places have been allocated for applications that were received by the closing date, and this may increase the possibility of not achieving a place at the school.

Any such applications received after the published closing date will be processed on a monthly basis and decision letters issued by the end of the calendar month following receipt.

## **In-year Admission or Transfer**

Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the relevant year group the application will be refused.

**Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found.** Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

All applications, must be made on an in-year school admission or transfer application form, which should be obtained from and returned to your preferred Newport R.C. Primary School.

### **In-year Waiting Lists**

Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the school's published oversubscription criteria.

A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.

### **Notifying In-year Applicants**

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Headteacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the Governing Body.)