

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
“have life and have it to the full.”
Jn. 10v10**

ADMISSIONS POLICY 2026/2027

Approved by: Governing Body	Date: 3rd March, 2022
Last reviewed on:	Date: September 2025
Next review date:	September 2026

Our Lady's Roman Catholic 2026/2027 PRIMARY ADMISSION POLICY

Cardiff Diocese

The admissions process is part of the Herefordshire local authority co-ordinated scheme.

The Admission Policy of the Governors of Our Lady RC Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for baptised children of Catholic families. (see note 1) The school is conducted by its governing body 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 to apply for and be considered for a place here.

The School's Admission Number for the school year 2026/27 is 30

If the number of applications exceeds the admission number and after the admission of any pupils whose statement of special educational need names the school, priority for admission will be given to those children who meet the criteria set out below, in order.

If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance. (see note 2)

1. Looked after Children or previously looked after Children (see note 3) of the Catholic faith who were looked after in England.
2. Looked after Children or previously looked after Children (see note 3) of the Catholic faith who were looked after outside of England.
3. Baptised Catholic children living within the parishes of *Our Lady Queen of Martyrs and St Michael and All Angels* who have a sibling in the school at the time of admission.
4. Baptised Catholic children living within the parishes of *Our Lady Queen of Martyrs and St Michael and All Angels*.
5. Other Baptised Catholic children who have a sibling in the school at the time of admission and are living outside the Parishes of *Our Lady Queen of Martyrs and St Michael and All Angels*.
6. Other Baptised Catholic children from outside the parishes of *Our Lady Queen*

of Martyrs and St Michael and All Angels.

7. Looked after children or previously looked after Children (see note 3) not of the Catholic faith who were looked after in England.
8. Looked after children or previously looked after children (see note 3) not of the Catholic faith who were looked after outside England.
9. Baptised Non-Catholic children who have a sibling in the school at the time of admission. (Trinitarian baptism, baptised in the name of the Father, the Son and the Holy Spirit with water)
10. Non baptised children who have a sibling in the school at the time of admission.
11. Children of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
12. Baptised Non-Catholic children
13. Non baptised children

Note 1: Baptised Catholic and additional supplementary form

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. Please include this evidence with your application.

Parents making an application for a Catholic child or baptised non catholic should at the same time also complete a supplementary information form which is available from the school(01432 274814) Failure to complete the supplementary information form may affect the criterion the child's name is placed in.

Note 2: Distance

Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address to the main entrance of the school using the Local Authority computerised measuring system.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

****Distance is measured by the shortest available walking route using a road and/or made up footpath using the nearest node on the transport network to the property point. The effect of this is to take you to the front door and not take into consideration other entrances (such as rear garden gates/ short cuts). This is particularly pertinent in a rural area like Herefordshire where rural properties can have multiple access points.**

Note 3: Looked After Children

Children who are in the care of a Local authority or children who were looked after, but ceased to be because they were adopted (or became subject to a child arrangement order or special guardianship order), immediately following having been looked after. (Section 22 of the Children Act 1989)

Note 4: Siblings

For Catholic and non-Catholic children the definition of a sibling is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

** A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child must be living in the same family unit at the same address.

Note 5: Option for Delayed Entry

The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by date set by the Secretary of State for the autumn, spring and summer terms. These dates are 31st August, 31st December and 31st March. Therefore, parents are not obliged to take up the offer of a place in September and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

Note 6: Deferred Entry - for Summer Born Children

As previously stated parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following their 5th birthday). Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office and parents must apply by the closing date for applications (15th January, 2026). Parents who have applied for and have been allocated a place for a particular school have every right to wait until the term specified in the Council's standard admissions policy or until compulsory school age. However, there could be complications for pupils with birthdays between 1st May and 31st August, as the term for compulsory admission would be in September at the start of the following school year. In the case of a summer born child therefore the admission would normally be directly into Year 1 (i.e. missing the Reception Class) in order to keep the child in his/her year group. In this respect a child would normally be placed directly into Year 1 and therefore would have missed the Reception Class but the school may not be able to guarantee a place if the class group had already reached its Published Admission Number (PAN). If parents wish, in these

circumstances, to consider placing their child in a year group below the child's chronological age then please consult the information contained in the Herefordshire Local Authority 'Children Out of Year' document available to view at https://www.herefordshire.gov.uk/media/5110673/children_out_of_year_document.pdf

Our Lady's School will follow the Local Authority Guidance on the admission of summer born children available to view at https://www.herefordshire.gov.uk/media/8060135/guidance_on_the_admission_of-summer_born_children.pdf

Note 7: Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2024, then the original application is withdrawn and the parents must submit a fresh application for Reception 2024 when applications open in the autumn term of 2023. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome

of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Note 8: Home Address

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Where care is split equally, parents must name which address is to be used for the purpose of allocating a school place. Where necessary, to determine which address to recognise, the school will consider the home address to be with the parent with primary day to day care and control of the child. Evidence may be requested to show the address from which the child is registered with a medical GP.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions will be applied.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Clerk of Governors at the school address. Appeals will be heard by an independent panel.

WAITING LIST

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

There is no charge or cost related to the admission of a child to this school.