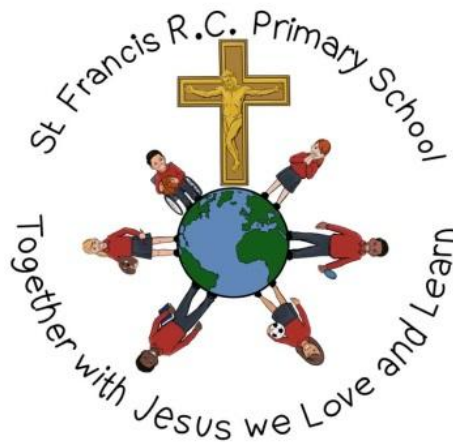


# St Francis R.C. Primary School



## Admissions Policy 2025-2026

## **Admission arrangements**

St Francis R.C. Primary School is a Voluntary Aided School. The Governing Body of St. Francis RC Primary School is the Admissions Authority for this school. The Admission number is 55 children. This Admission number applies to the Reception year and every other year in the school. The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.

## **How to Apply**

### **Applying for Reception**

Parents/Guardians applying for a place in the Reception Year at the school must complete the school's application form which you can request from the school office at [stfrancisprm@cardiff.gov.uk](mailto:stfrancisprm@cardiff.gov.uk) or phone the school direct on 02920 591666.

Parents/Guardians must also express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) Applicants will be notified of the result of their application on the offer date set by Cardiff City Council.

If you are a late applicant, you will need to **complete the school's application form** which you can request from the school office – the contact details are listed above.

Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils. Places are provided for children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Francis R.C. Primary School is clearly named on the statement in accordance with the Education Act 1996.

Any parent may apply for his/her child to be admitted to the school. Every application will be considered by reference to the policy herein by an admissions committee of the Governing Body.

If numbers of applications exceed the admission number then the following over-subscriptions criteria shall be applied.

### **Oversubscription Criteria for Admission.**

1. Baptised Catholic looked after children and previously looked after children.
2. Baptised Catholic children living in St. Francis' Parish and St Clare's Parish, Ely.
3. Baptised Catholic children of neighbouring parishes.

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

4. Looked After Children and previously Looked After Children of other Christian or Non-Christian faiths.
5. Children from other Christian faiths whose parents wish them to have a Catholic education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
6. Non-Christian children whose parents wish them to be educated in a Catholic School.

## **Requirements**

Confirmation of Baptism will be required for categories 1-3 and 5 by the provision of a copy of the baptism certificate from the relevant parish or confirmation in writing from the current Parish Priest/Minister.

The child's birth certificate.

Evidence of permanent residence must be supplied. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement. NB – utility bills will not be accepted. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living.

## **In-Year Admissions**

### **Nursery, In-year or late applications**

Parents applying for a place at St Francis R.C Primary must **complete the school's application form** which you can request from the school office at [stfrancisprm@cardiff.gov.uk](mailto:stfrancisprm@cardiff.gov.uk) or phone the school direct on 02920 591666. Applicants will be notified of the result of their application in writing by the Governing Body.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria above.

## **Guidance Notes:**

### **Siblings**

Children, who have a sibling on roll at St. Francis RC Primary School in the September the applicant would begin school, will be given priority in each of the above categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

### **Definition of Sibling**

Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

### **Multiple birth children (e.g. twins / triplets etc.)**

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).

### **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 safe walking distance to the main entrance of the school and the council will calculate this.

### **Looked After Children / previously 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.

### **Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places.

**Waiting List**

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on the waiting list.

If offers of a place are refused then the place will be offered to the first child on the waiting list. The order of the waiting list will vary as late applications are received, refused and placed on the waiting list in the order of the oversubscription criteria. The waiting list will be maintained until 30 September.

**Right of Appeal**

When a child is refused a place at the school the Governing Body will write to the parent giving full details of why the application was refused. Parents have a right to appeal this decision. Parents wishing to appeal must contact the school for details of the appeal process and request an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel.

Amended, presented and approved by St Francis R.C Primary School Governing Body.