



# **VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL**

## **ADMISSION & ARRANGEMENT 2025-2026 POLICY**

This Document is a statement of intent within Venerable Edward Morgan. It was developed through a process of consultation with Key stakeholders and in correspondence with the School's planning and review schedule.

This sets out a framework by which to work.

<b>Approved On:</b>	<b>March 24</b>
<b>Next Review:</b>	<b>March 25</b>
<b>Signed:</b>	<b>Cllr D L Mackie</b>

**Learn, believe, achieve together  
Dysgwch, credwch, cyflawnwch gyda'ch gilydd**



## **VENERABLE EDWARD MORGAN CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL** **ADMISSIONS POLICY 2025-2026**

Welcome to our school admissions policy and thank you for considering Venerable Edward Morgan Catholic school for your child.

This admissions policy has been formally adopted by the governing body of VENERABLE EDWARD MORGAN Catholic Primary School. As a voluntary aided school, the governing body is the admissions authority and is responsible for the school's admissions arrangements.

VENERABLE EDWARD MORGAN Catholic Primary School is in the Diocese of Wrexham and serves the parishes of Blessed Sacrament, Connah's Quay, Blessed Trinity, Queensferry and Sacred Heart, Hawarden. As a Church school, we ask all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides 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 a place here.

The school accepts pupils between the ages of 3 (any child who will turn 3 by 31<sup>st</sup> August) and 11 years of age. The published admission number (PAN) for the school is 40. The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number.

At Venerable Edward Morgan School, the Admission Committee established by the governing body of the school is responsible for the admissions of pupils. Admission forms can be obtained from the school and they can also be completed online on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)

Forms will be available according to the admissions timetable as set out by the local authority.

### ***Admissions Timetable***

The Local Authority (LA) admission timetable is followed for the processing of applications. See [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)

### ***Additional Learning Needs/Additional Learning Provision***

From September 2021, our school will implement the requirements of the Additional Learning Needs and Education Tribunal Act (Wales) 2018. The changes of this legislation include a change in terminology from Special Educational Needs (SEN) to Additional Learning Needs (ALN). The needs of the vast majority of pupils with ALN will be able to be met by mainstream schools through the implementation of appropriate strategies, carefully differentiated and targeted interventions and programmes delivered by school staff. External agencies may support schools to implement the targeted interventions for some learners.

For a very small percentage of learners, their ALN may meet the requirements of the ALN Act's exceptional circumstances and may therefore require access to specialist provision. Admission to access specialist provision is determined through the Local Authority Inclusion Panel.

For learners who are undergoing an assessment of their ALN by the Local Authority, it is important that parents still apply for a mainstream placement at our school through our normal admission procedure.

Parents who wish to obtain further advice and information concerning ALN, can access the Children and Young People with Additional Learning Needs page on Flintshire County Councils website: [Children & Young People with Additional Learning Needs \(flintshire.gov.uk\)](http://Children & Young People with Additional Learning Needs (flintshire.gov.uk))

Parents with children who have ALN can access independent advice, guidance and support through contacting the Parent Partnership Service provided by SNAP Cymru through 0808 801 0608 (Monday – Friday 9.30 am – 4.30 pm)  
[helpline@snapcymru.org](mailto:helpline@snapcymru.org) / [www.snapcymru.org/contact](http://www.snapcymru.org/contact)

## **ADMISSION TO RECEPTION**

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31<sup>st</sup> August can be admitted in September. Once a Reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5<sup>th</sup> birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 40.

Looked After and Previously Looked After Children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a Statement of Special Education Needs/Individual Development Plan (IDP) naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

## **Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

In the event that the number of applications exceeds the number of places available then the following oversubscription criteria will be applied in the order set out below to decide which pupils to admit.

Where our school is named in a Statement of Special Educational Needs/Individual Development Plan (IDP), the school has a duty to admit that pupil to school.

### **Oversubscription Criteria**

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

1. Looked After Children and Previously Looked After Children who are baptised Catholic.
2. Other Looked After and Previously Looked After Children.
3. Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend.
4. Baptised Catholic children whose home address is within the parish boundaries named for the school.
5. Catholic children whose home address is outside of the parishes served by the school for whom this is their nearest Catholic School.
6. Children who are baptised or dedicated members of other Christian Churches.
7. Children of other faith traditions whose parents express a desire for a Church School education.
8. Pupils who have no particular faith background but whose parents desire a faith-based education for them in a Catholic School.

Governors will seek confirmation of these details from the local priest on a supplementary form which can be found attached to this policy.

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school with the safest travelling route.

### **Looked After and Previously Looked After children**

Looked After and Previously Looked After Children are a priority. If the school is oversubscribed, these children will be admitted before others, except those with a Statement of Special Education Needs/Individual Development Plan (IDP) naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of ability, race, nationality or national or ethnic origin.

**Parents will receive written notification of all admission applications following the closing date.**

### **Tie Breaker**

If there are more applicants than places in any of the categories of the oversubscription criteria, priority will be given to applicants living nearest to the school. The distances are calculated by the LA. The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

### **ADMISSION TO NURSERY**

Pupils are admitted to the Nursery, in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception. ***If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the Admissions Timetable (as detailed earlier).***

## Waiting List

A waiting list will be maintained in the event of the school being oversubscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

## Admission Appeals

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocese according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

### **Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

### **Definitions used under the policy.**

**'Parents'** include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

### **Parental Responsibility ( from current guidance):**

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1<sup>st</sup> December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

### **Care of a Child**

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).



### **Looked After Children**

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

### **Previously Looked After Children**

Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

### **Definition of Sibling**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **'Residing In' and 'Home Address'**

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving Child Benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made.

If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i) Driving licence
- ii) Child Benefit,
- iii) A council tax bill in your name covering the application and/or allocation period
- iv) A utility bill in your name covering the application and/or allocation period
- v) A copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address

- vi) Such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority, will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

#### **Address warning**

**Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.**

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

#### **Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as "exceptions" to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

**Definition of 'Baptised Catholic'**

These are children who are baptised Catholic or have been formally received into the Catholic Church. Applicants seeking admission under criteria 2 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice.

**Review**

In accordance with the School's Development Plan, this policy will be reviewed every two years or sooner in the light of any changes in legislation or change in local circumstances.

**VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL**