



Admissions Policy

2025-26 Academic Year



Following Jesus As We Live And Learn Together

SCHOOL DETAILS

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DOCUMENT VERSION CONTROL

Version Number	Purpose/Change	Author	Date
1.0	Consultation/review of Admission Policy for 2025-26 academic year.	Angela Heald	June 2024
1.0	Consultation draft presented to and proposed changes approved by Governing Body	Angela Heald	June 2024
1.1	Reviewed	Angela Heald	July 2024
Next review date – “Governing bodies when they are also the admission authority for a school must also consult annually unless they have consulted on their proposed arrangements within the previous two determination years, those arrangements are unchanged, and no objection has been made to the Welsh Ministers about their admission arrangements in the preceding five years”. <i>Welsh Government School Admissions Code July 2013 (p6, 2.4)</i>			

Admissions Policy 2025-26 agreed by Governors:

.....M.C Pitson..... (Signed by Chair)

..... Date

ADMISSION ARRANGEMENTS 2025/26 FOR ST JOSEPH'S CATHEDRAL PRIMARY SCHOOL

St Joseph's Cathedral Primary School is situated in the Diocese of Menevia and is maintained by the City and County of Swansea Local Authority.

St Joseph's Cathedral Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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.

As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practise permeates every aspect of the schools' activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The Governing Body of St Joseph's Cathedral Primary School has sole responsibility for admissions and will admit up to the school's admission number of 60. The admission number for the school is the number of pupils that can be admitted to a year group. This number is based upon the capacity assessment of the school and is carried out by the Local Authority.

The Governing Body will assess applications for admission to the school, using the information provided on the school's application form. Where the number of applications is equal to or less than the admissions number, all applications will be accepted.

Where the number of applications exceeds the number of places available, the Admissions Panel of the Governing Body will apply the following oversubscription criteria to all applications and allocate places accordingly.

Over-subscription Criteria

1. Children who are looked after (children in public care) or have been previously looked after.
2. Children subject to an Individual Development Plan (IDP), in which St Joseph's Cathedral Primary School is named in section 2D.1 of the IDP.
3.
 - (a) All baptised Catholic children living in the school's catchment area who will have a brother or sister attending the school when they join – see notes for guidance.
 - (b) All baptised Catholic children living in the school's catchment area - see notes for guidance.
4.
 - (a) All baptised Orthodox children living in the school's catchment area who will have a brother or sister attending the school when they join – see notes for guidance.
 - (b) All baptised Orthodox children living in the school's catchment area - see notes for guidance.
5. Children who are not Catholics with a sibling (see definition) attending the school when they join.
6. Catholic pupils from outside the catchment area.
7. Children of other Faiths whose parents/guardians are seeking a Christian education (see notes)
8. Children for whom parents/guardians seek a Christian education.

Notes:

1. All applications under criteria 3, 4 and 6 must be accompanied by proof of baptism. Priority will be with reference to the age the child was baptised with the highest degree of priority given to the youngest.
2. Priority will be given to applications under criteria 7 that are supported by a letter of support from their Faith leader.

Confirmation of Baptism

Confirmation of Baptism will be required by the provision of a copy of the baptism certificate from the relevant Parish or confirmation in writing from the current Parish Priest / Minister.

This evidence must be available at the time the admissions committee of the governing body are considering the application.

Proximity

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body will give priority to children living nearest the school as measured by the safest walking route (primary school) and will ask the Local Authority to calculate this. The Local Authority uses the GIS system to calculate home school distances.

Siblings

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. Siblings must be of statutory school age and attending the school at the date of admission. Priority will be by reference to the youngest sibling in the school at the time of admission, the youngest sibling commanding the highest degree of priority.

When allocating places, if the last place is offered to a multiple birth child (e.g. a twin or triplet), the governors will also admit the other sibling(s).

Residence

Evidence of permanent residence of the child at the time of application must be supplied. Permanent residence is considered to be the child's along with the parent / guardian's main place of residence. If the child is resident with friends or relatives (for reasons other than guardianship) the friend or relative's address will not be considered.

Shared parental responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week, the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) as at the time of application.

Children who are looked after / previously looked after.

The definition of a Child who is Looked After is a child who is in the care of 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 (section 106 of the Education Act 2005).

Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

Additional Learning Needs

1. Pupils with an IDP where St Joseph's Cathedral Primary School is in which St Joseph's Cathedral Primary School is named in section 2D.1 of the IDP will be admitted.

Late applications

Late applications will be looked at after the applications received by the closing date have been considered. If the number of offers has reached the admission number in the first round, then all late applications will be considered, refused and placed on the waiting list.

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 order 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 at that point in time. 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 31st August 2026. After this time, parents will need to submit a new application.

Right of Appeal

When a child is refused a place at a 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 the decision must ask the school office for details of the appeals process and an appeal form. The appeal form must be returned to the school within 14 days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel.

How to apply

Any parent may apply for their child to be admitted to the school. An application form for admission can be obtained from the school office or found on the school website. Every application will be considered by the governors' admissions committee.