

OUR LADY'S CATHOLIC PRIMARY SCHOOL



We ASPIRE that through the love of Jesus everyone should
"have life and have it to the full".

John 10:10

ADMISSIONS POLICY 2027/2028

Reviewed by: <i>Headteacher</i>	Approved by: <i>Governing Body</i>
Policy Date: <i>May 2026</i>	Next Review Date: <i>May 2027</i>
Review Frequency: <i>Every 1 Years</i>	



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Our Lady's Catholic Primary School is a voluntary aided Catholic school within the Archdiocese of Cardiff-Menevia.

The Governing Body is the Admission Authority for the school and is responsible for determining and administering the admissions arrangements in accordance with the School Admissions Code 2021, the School Admission Appeals Code 2022 and all relevant admissions legislation.

The school was founded by the Catholic Church to provide education for Catholic children and families. Whilst giving priority to Catholic applicants in accordance with this policy, the school welcomes applications from families of all faiths and none who support and respect the Catholic ethos of the school.

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 through its mission, values and daily life.

The admissions process forms part of Herefordshire Council's co-ordinated admissions scheme.

Published Admission Number (PAN)

The Published Admission Number for Reception for the academic year 2027/2028 is 30.

Children with an Education, Health and Care Plan (EHCP)

Children whose Education, Health and Care Plan names the school will be admitted before the application of the oversubscription criteria in accordance with the Children and Families Act 2014.

Where the number of applications exceeds the number of places available, places will be allocated according to the oversubscription criteria set out below.

- Promote a strong culture of high attendance and punctuality across the school
- Ensure all pupils attend regularly and are ready to learn, enabling them to achieve their full potential
- Maintain high expectations for all pupils, including those who are vulnerable or face additional barriers
- Reduce persistent and severe absence through early identification and effective support
- Ensure a consistent, whole-school approach to attendance, understood by staff, pupils and families
- Use accurate attendance data to identify patterns, inform action and evaluate impact
- Provide timely and appropriate support to remove barriers to attendance
- Work in partnership with parents, carers and external agencies to secure improved outcomes
- Fulfil safeguarding responsibilities by recognising the link between attendance, wellbeing and pupil safety

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.



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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 (Trinitarian baptism, baptised in the name of the Father, the Son and the Holy Spirit with water).
13. Non baptised children.

NOTE 1: BAPTISED CATHOLIC CHILDREN and SUPPLEMENTARY INFORMATION FORM (SIF)

In all categories, for a child to be considered Catholic, evidence of Catholic Baptism or Reception into Full Communion with the Catholic Church will be required.

Applicants applying under a Catholic or Baptised Christian criterion must complete the school's Supplementary Information Form (SIF) and provide the relevant evidence requested.

Failure to provide the required supporting evidence may result in the application being considered under a different oversubscription criterion.

NOTE 2: DISTANCE

Distance will be measured by the shortest available walking route using roads and/or made-up footpaths from the child's home address to the main entrance of the school using the Local Authority's computerised measuring system.



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The measurement is taken from the nearest point of the property to the nearest point on the transport network and does not take account of rear access points, garden gates or unofficial shortcuts.

If a place is offered on the basis of an address that is subsequently found not to be the child's permanent home address, the offer may be withdrawn.

NOTE 3: LOOKED AFTER CHILDREN

A looked after child is a child who is:

- in the care of a Local Authority, or
- provided with accommodation by a Local Authority under Section 22 of the Children Act 1989.

Previously looked after children are those who ceased to be looked after because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.

NOTE 4: SIBLINGS

For the purposes of this policy, a sibling is defined as a child who lives permanently in the same family unit at the same address and is:

- a brother or sister sharing the same parents;
- a half-brother or half-sister, where two children share one parent;
- a step-brother or step-sister through marriage or civil partnership;
- an adopted brother or sister;
- a fostered brother or sister;
- a child living as part of the same family unit whose parent or carer is married to, in a civil partnership with, or living with the applicant child's parent or carer.

A sibling connection will only be recognised where the children are living together permanently within the same family unit at the same address at the time of application and admission.

The Governing Body reserves the right to request evidence of the sibling relationship and/or shared address where this is considered necessary.

NOTE 5: DEFERRED ENTRY

Parents are entitled to defer their child's admission to school until later in the school year, provided that the place is taken up within the academic year for which it is offered.

A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed dates are 31 August, 31 December and 31 March.

Parents are not required to take up their child's Reception place in September following admission and may defer entry until the beginning of the spring or summer term, provided that the place is taken up no later than the start of the final term of the academic year for which it was offered.



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Parents may also request that their child attends part-time until they reach compulsory school age. Any such arrangements should be discussed and agreed with the Headteacher.

NOTE 6: DEFERRED ENTRY for SUMMER-BORN CHILDREN

Parents of summer-born children (children born between 1 April and 31 August) may choose not to send their child to school until they reach compulsory school age. However, if admission is deferred until the September following their fifth birthday, the child would normally enter Year 1 rather than Reception and would therefore miss the Reception year.

Parents who wish their summer-born child to be admitted to Reception in the September following their fifth birthday should submit a request for admission outside the normal age group. Such requests should be made at the same time as the application for a school place and, where possible, by the national closing date for primary admissions.

The Governing Body will consider each request individually, taking account of:

- the parent's views;
- information about the child's academic, social and emotional development;
- any relevant medical evidence;
- the views of the Headteacher;
- the best interests of the child; and
- the requirements of the School Admissions Code.

Parents should discuss any request with the school and are encouraged to seek advice from Herefordshire Council's School Admissions Team before making their application.

Where a request is agreed, the child will be admitted to Reception outside their normal age group. Agreement to consider a child for admission outside their normal age group does not guarantee the offer of a place at the school.

The Governing Body will follow the current Herefordshire Council guidance and the School Admissions Code when considering requests for the admission of summer-born children outside their normal age group.

Further information regarding the admission of summer-born children can be found on Herefordshire Council's website and in the Department for Education's guidance on Summer Born Children.

NOTE 7: APPLICATIONS FOR CHILDREN TO BE ADMITTED OUTSIDE THEIR NORMAL AGE GROUP

Parents have the right to request, but not insist, that their child be considered for admission to a year group outside their normal age group. This may be appropriate, for example, where a child is gifted and talented, has experienced significant ill health, has special educational needs, or is a summer-born child (born between 1 April and 31 August).

Parents wishing to request admission outside their child's normal age group must first submit an application for the child's normal age group. A separate written request should then be submitted to the



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Governing Body outlining the reasons for the request and including any supporting evidence that parents wish to be considered.

The Governing Body will consider each request on its individual merits, taking account of:

- the parent's views;
- the child's academic, social and emotional development;
- any relevant medical or professional evidence;
- the views of the Headteacher; and
- the best interests of the child.

Parents will be informed of the Governing Body's decision before National Offer Day wherever reasonably practicable.

If the request is refused, the application for the child's normal age group will continue to be processed through Herefordshire Council's co-ordinated admissions scheme.

If the request is agreed and the requested year group is a current year group within the school, the application will be considered alongside all other applications for that year group in accordance with the oversubscription criteria contained within this policy.

If the request is agreed for admission to a future year group, parents will be required to make a fresh application in the relevant admissions round. Agreement to consider a child for admission outside their normal age group does not guarantee the offer of a place, nor does it reserve a place in advance.

The Governing Body will make decisions in accordance with the School Admissions Code and relevant Department for Education guidance.

Further information can be found in the Department for Education guidance relating to the admission of children outside their normal age group.

NOTE 8: HOME ADDRESS

For admissions purposes, a child's home address is considered to be their permanent place of residence and must be the address at which the child normally resides for the majority of the school week.

Where a child lives with parents or carers at more than one address, the address used for admission purposes must be the one at which the child spends the majority of the school week. Where time is shared equally between parents or carers, they must nominate a single address to be used for the application.

In cases where there is disagreement over which address should be used, the Governing Body and/or Local Authority may require additional evidence before determining the address to be recognised for admissions purposes. This may include evidence of the child's registration with a GP, Child Benefit entitlement, or other official documentation.

The Governing Body reserves the right to request evidence to confirm a child's permanent address and may withdraw an offer of a place where an address has been provided which is found not to be the child's genuine permanent residence.



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Where more than one parent submits an application for the same child, or where there is disagreement between those with parental responsibility regarding school preferences, the Local Authority may be unable to process the application until agreement has been reached. Failure to resolve such disagreements may result in delays to the admissions process. In some circumstances, where agreement cannot be reached, a legal resolution may be required before an application can proceed.

NOTE 9: APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)

An application for a place at the school may be made at any time outside the normal admissions round. Applications for in-year admissions should be made directly to the school using the school's In-Year Admission Application Form.

Where places are available in the relevant year group, the child will normally be admitted.

Where there are more applications than places available, applications will be considered in accordance with the oversubscription criteria set out in this policy.

The Governing Body will notify parents of the outcome of their application in writing. Where an application is unsuccessful, parents will be informed of their right of appeal and, where appropriate, their child's name will be added to the waiting list in accordance with the school's admissions arrangements.

NOTE 10: APPEALS

Parents whose application for a place at the school is unsuccessful have the right to appeal against the decision to an independent appeal panel.

Details of the appeals process will be provided with the refusal letter. Appeals will be heard in accordance with the School Admission Appeals Code.

NOTE 11: WAITING LIST

Where a place cannot be offered, parents may request that their child's name is placed on the waiting list.

The waiting list will be maintained until 31 August 2028 and will be ranked strictly in accordance with the oversubscription criteria set out in this policy. A child's position on the waiting list may change if additional applications are received.

Being placed on the waiting list does not guarantee that a place will become available.

NOTE 12: LATE APPLICATIONS

Late applications will be considered in accordance with Herefordshire Council's co-ordinated admissions scheme.

CONTACT DETAILS

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HR2 7RN



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Telephone: 01432 274814

Website: [OUR LADY'S CATHOLIC PRIMARY SCHOOL - Home](#)

Email: admin@our-ladys.hereford.sch.uk

There is no charge or cost associated with admission to the school.

This policy is available on the school website:

[Our Lady's Catholic Primary School and Nursery](#)

Paper copies are available on request from the School Office