

Newport Roman Catholic Primary Schools

Admissions Policy

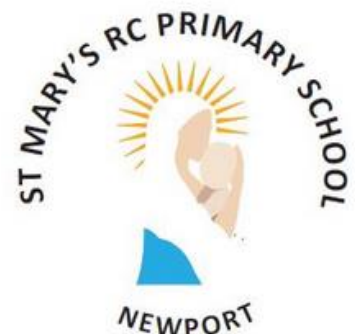
2025-2026



**St. David's R.C.
Primary School**
Park Crescent,
Newport.
NP20 3AQ



**St. Michael's R.C.
Primary School**
Baldwin Close,
Newport.
NP20 2LW



**St. Mary's R.C.
Primary School**
Queens Hill,
Newport.
NP20 5HJ



**St. Joseph's R.C.
Primary School**
Fairoak Avenue,
Newport.
NP19 8FW



**St. Patrick's R.C.
Primary School**
Fairfax Road,
Newport.
NP19 0HR



**St. Gabriel's R.C.
Primary School**
Ringland Circle,
Newport.
NP19 9PQ

Issue	Date	Author
1.0	January 2018	Cluster Primary Headteachers
2.0	December 2018	Cluster Primary Headteachers
3.0	January 2020	Cluster Primary Headteachers
4.0	January 2021	Cluster Primary Headteachers
5.0	January 2022	Cluster Primary Headteachers
6.0	March 2023	Cluster Primary Headteachers
7.0	November 2023	Cluster Primary Headteachers

This policy was updated in November 2023 by Newport Cluster Primary Headteachers

This policy was presented and accepted by the Governing Body on insert date

Staff were made aware of this policy and or updates on insert date

This policy will be reviewed in insert date

Admission Policy Newport R.C. Primary Schools 2025-2026

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Introduction

The statutory School Admissions Code provides guidance on the process that should be followed when varying the published admission arrangements for any Admissions Authority. In accordance with the code, consultation must be carried out between 1st September and 1st March in the determination year.

The determination year is the one that starts two academic years before arrangements come into force, and therefore schools must now consult on proposed changes to the admission arrangements effective from September 2025.

The arrangements for September 2024 have already been approved and published via the Schools' Admission Arrangements 2024-2025 document and Newport City Council's Parents' Information Handbook 2024-2025.

The main policy changes for 2025 – 2026 are as follows:

1. A statement has been added to clarify that within this policy a sibling is a brother/sister etc. who is in Reception to Year 6 at the time of admission and not application.
2. The ALN section has been updated to reflect changes to legislation.
3. There is a change to how proximity is calculated.
4. There is an additional section 'Other Information Relevant to In-year Admission or Transfer' with information relating to
 - Children Looked-after by a Local Authority
 - Crown Servants
 - UK Service Personnel
 - Domestic Violence Agencies
5. The School Admission Appeal Code document no: 001/2023 (November 2023) replaces statutory code no: 007/2013

For the purpose of processing applications for school places in Newport the information applicants provide in their application may be shared with other agencies that are directly involved in the education, health and welfare of schoolchildren and other local admissions authorities, including Newport City Council's Admissions Team and councils that share a common boundary with Newport.

Nursery Admissions Arrangements for St. Michael's and St. Patrick's only- September 2025

Admissions pack available to parents	12 th July 2024
Closing date for application forms to be returned to your first preference Newport Roman Catholic Primary School	12 th Sept 2024
Offer date	4 th Dec 2024

The nursery offer date for September 2025 is 4th December 2024.

Once allocated a September nursery place, if places are available, children born between 1st September and 31st December 2024 may be offered an early start at nursery in the term following their third birthday. This is commonly referred to as a Rising 3 place. This offer would be made on 4th December 2024 for January 2025 Rising 3 places.

In the same way, children born before 31st March 2025 may be offered an early start at nursery in the term following their third birthday, if places are available. This offer would be made on 4th March 2025 for April 2025 Rising 3 places.

Children born between 1st April and 31st August are not eligible for a Rising 3 place.

There is only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated, where available.

School Admissions Arrangements - September 2025

Admissions pack available to parents	6 th Nov 2024
Closing date for application forms to be returned to your first preference Newport Roman Catholic Primary School	9 th Jan 2025
Offer date	16 th April 2025

Applicants are advised to ensure that their application is submitted by the relevant closing date.

The Governing Body of each Roman Catholic Primary School is the Admissions Authority of the school and is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the school and the Catholic Community.

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its "Admissions Committee"

The indicated admission numbers for schools are derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

The indicated admission number for each Newport Roman Catholic Primary School is indicated below:

St. David's: 30
St. Gabriel's: 30
St. Joseph's: 30
St. Mary's: 60
St. Michael's: 30
St. Patrick's: 30

The admission number for St Michael's Nursery is set at 40 places for Nursery 2025, 20 in each morning or afternoon session.

The admission number for St Patrick's Nursery is set at 40 places for Nursery 2025, 20 in each morning or afternoon session.

The minimum age of entry to school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.

When considering admission to the Reception year group, parents should be aware that attending a nursery class does not guarantee a place at any primary school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Other Information Relevant to Admissions Arrangements

Additional Learning Needs

For pupils with additional learning needs, admission to school is influenced by parents' preference of school, in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Additional Learning Needs (ALN) and Educational Tribunal (Wales) Act 2018 and the Special Educational Needs Code of Practice. This process might give special

priority for admission of a pupil to a particular school. It might also be a reason for refusing a parent's stated preference.

From 1st September 2021, section 48 of the 2018 Act requires the Governing Body of a maintained school in Wales to admit a child to the school if the school is named in the child's individual development plan for the purpose of that section, which is to secure the child's admission to the school. This duty applies despite the limits on infant class sizes and even if admitting the child would result in the school exceeding its admission number. The duty to admit applies at all times, including where a school is named in a plan outside the normal admission round.

Schools may only be named for the purpose of securing admission in certain circumstances, so not all individual development plans will name a school in this way. Where a school is named for that purpose, it is named in section 2D.1 of the individual development plan.

Where a school is named in an individual development plan for the purpose of securing admission, the admissions provisions in the School Standards and Framework Act 1998 do not generally apply. If a child or the child's parent wishes to appeal against the school named in the child's individual development plan for the purpose securing admission, or the fact that no school is so named, the appeal is to the Education Tribunal for Wales.

The Newport City Council has numerous Learning Resource Bases attached to Nursery, Primary and Secondary School provision which provide small group placements to pupils with ALN. In addition, Newport has two special schools, Maes Ebbw School and Ysgol Bryn Derw which meet the needs of learners with complex educational and health needs.

Admission to all these placements is determined by the ALN Team and fall outside of the standard school admissions process. This also applies to mainstream placement for learners with ALN who are in receipt of a Statement of SEN or an LA Maintained IDP.

Transport

Free home to school transport is provided to primary aged pupils who live 2 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition, the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school and provided that the qualifying distance is met.

Oversubscription Criteria

The Governing Body consults on its admission arrangements on an annual basis and attempts where possible to mirror the admission timeframes of neighbouring authorities.

Applications received by the closing date will be considered and places allocated (up to the indicated admissions number of each school) by 16th April 2025.

Applications for Nursery (St Michael's and St Patrick's only) September 2025 received by the closing date will be considered and places allocated (up to the indicated admissions number) by 4th December 2024.

Oversubscription Criteria for Admission to St Michael's and St Patrick's Nursery 2025-2026

Children who have the school named in a Statement of Additional Learning Needs/Local Authority Individual Development Plan (IDP), take priority over all children.

The criterion will be applied in rank order.

1. Baptised Roman Catholic Looked After Children (LAC- children in the public care) or previously Looked After Children.
2. Baptised Roman Catholic children who have siblings in the school at the time of admission.
3. Baptised Roman Catholic children.
4. Looked After Children (LAC- children in the public care) or previously Looked After Children.
5. All other children.

Applications from children who are to be considered under criteria 1, 2 or 3 are asked to provide evidence of baptism or reception into the Roman Catholic Church. Evidence should include written confirmation or certification of baptism / acceptance in the Roman Catholic Church.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school.

Where a child is refused entry to Nursery, unlike school, there is no right to appeal.

ADMISSION TO NURSERY DOES NOT GIVE PRIORTIY FOR ENTRY INTO RECEPTION IN ANY OTHER YEAR. A SEPARATE APPLICATION MUST BE MADE.

Oversubscription Criteria for Admission to a Newport Roman Catholic Primary School 2025-2026

The Governing Body of each R.C. Primary School is the Admissions authority.

Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria to all applications and allocate places accordingly.

Where a Newport R.C. Primary School is named in a Statement of Additional Learning Needs/Local Authority Individual Development Plan (IDP), the Admissions Authority has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

The criterion will be applied in rank order.

1. Baptised Roman Catholic Looked After Children (LAC- children in the public care) or previously Looked After Children.
2. Baptised Roman Catholic children who have siblings (Reception to Year 6) in the school at the time of admission.
3. Baptised Roman Catholic children.

Confirmation of the Child's Baptism will be required in each of the above categories.

4. All other Looked After Children (LAC- children in the public care) or previously Looked After Children of other Christian, Non-Christian faiths or no Faith.
5. Children of other Christian denominations who have a sibling (Reception to Year 6) in the school at the time of admission.
6. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education. **Each application should be supported by a letter or evidence of the child's practice of worship from their religious leader.**
7. Children of other faith traditions who have a sibling (Reception to Year 6) in the school at the time of admission.
8. Children of other faith traditions whose parents have demonstrated a wish for a Catholic education. **Each application should be supported by a letter or evidence of the child's practice of worship from their religious leader.**
9. Other children with a sibling (Reception to Year 6) in the school at the time of admission whose parents demonstrate a wish for Catholic education.
10. Other children whose parents demonstrate a wish for Catholic education.

After considering the above categories, or if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school with *the exception of St David's where the priority will be based on those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School with a place available when the child is to be admitted)*. See Proximity Section.

Evidence

An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision.

Applications must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport to authenticate the child's date of birth in all cases

The Admissions Authority also requires proof of residency in support of all applications, and for this purpose parents/carers must submit a copy of their **current year's Council Tax Statement** in order to verify their home address. Any applicant unable to provide this, should submit other photocopied evidence in order to verify the home address. This must be a valid driving licence, a current child benefit or tax credit notification.

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 residing closest to the preferred school (*with the exception of St David's where the priority will be based on those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School with a place available when the child is to be admitted)*).

The distance between home and school is measured as the shortest available route, determined using the nationally supplied Ordnance Survey OS MasterMap® Highways Network - Roads and OS MasterMap® Highways Network - Paths route network layers, which is updated quarterly to reflect any changes. To ensure fairness and consistency for all applicants, this is the only software that is used by the Council/School.

The shortest available route will be measured from the geospatial mapping centroid coordinates of the applicant's home address to the nearest official open gate of the school.

Where two or more applicants are being considered for the last available place and the addresses use the same geospatial mapping centroid (i.e., are within the same block), the route assessment will be determined from the logical order and start point of Flat 1 (or Flat A) followed by Flat 2 (or Flat B) and so on.

Residence

The Governing Body will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.

Siblings

Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend (this does not include siblings who attend the school's Nursery). Where there is more than one such case, priority will be given to those children closest in age to the siblings already attending the school, as at the admission date.

Multiple Births

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).

Notifying Applicants

The outcome of all applications will be issued in writing by post or email on the relevant offer date. This is the date on which decision letters will be received.

Applicants will not be informed of the decision over the telephone and should allow sufficient time for the decision letter to be received through the post or email **before contacting the School**.

On receipt of an offer of a place, applicants have fifteen school days to accept the place. Failure to accept the place within this time will result in the offer being withdrawn.

Right of Appeal

Where a child is refused entry to the school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right to appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within fourteen days (ten working days) of the receipt of the refusal letter, to the Clerk of the Governors at the school. Appeals will be heard by an independent panel and conducted in accordance with the School Admission Appeals Code, Statutory document no: 001/2023. The Governing Body and Headteacher play no role in the decision. The decision of the Appeal Panel is binding on all parties.

Waiting Lists

During a phase transfer process, should your child be refused a place at your first preference Newport R.C. Primary School, your child's name will remain on a waiting list for the school until **30th September in the year in which the application is made**. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.

A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

After 30th September, applicants will be given the opportunity to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

Nursery Waiting Lists for St Michael's and St Patrick's only

During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30th September in the year in which the child is due to start nursery.

If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a nursery's waiting list does not mean that a place will eventually become available at the preferred nursery.

Late Applications

Any applications received after the closing date, or applications that remain incomplete as at the closing date will only be processed after places have been allocated for applications that were received by the closing date, and this may increase the possibility of not achieving a place at the school.

Any such applications received after the published closing date will be processed on a monthly basis and decision letters issued by the end of the calendar month following receipt.

In-year Admission or Transfer

Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the relevant year group the application will be refused.

Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

All applications, must be made on an in-year school admission or transfer application form, which should be obtained from and returned to your preferred Newport R.C. Primary School.

Other Information Relevant to In-year Admission or Transfer Children Looked-after by a Local Authority

Applications for looked-after children (children in public care) [as defined by Section 74 of the Social Services and Wellbeing (Wales) Act 2014] are given priority if they are supported by a statement from the child's Social Worker outlining the benefits of the school placement. However, before making an application the corporate parent must consult with the School and make every effort to ensure the appropriateness of the

named school in the light of the child's background including ALN and/or faith needs.

This priority can also be given to previously looked-after children although the person making the application must provide evidence to confirm the previous care status, such as an Adoption Certificate or Previous Care Order. Previously looked-after children will only be given priority if places are available.

Crown Servants

Children of UK Crown Servants (including diplomats) are subject to frequent movement and if moving into Newport, will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official Foreign and Commonwealth Office letter declaring:

- a definite return-date
- confirmation of the new address wherever possible
- confirmation of the Crown Servant status.

UK Service Personnel

Children of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Consequently, for UK service personnel who are unable to engage in the normal admissions process, the School will consider the residency criteria satisfied (and award catchment priority) if the application is accompanied by the following, even if the family do not reside in Newport at the relevant date. • Official proof of posting i.e., a posting notice • A copy of the Service Identity Card • Confirmation of the new address wherever possible.

Where the preferred school is also the catchment school, but the admission number has already been met in the relevant year group, the School will exceed the admission number if the qualifying criteria is met

Domestic Violence Agencies

Applications from children temporarily housed under the protection of approved domestic violence agencies will be processed as a priority if the application form is accompanied by an official letter from the relevant agency.

In-year Waiting Lists

Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the school's published oversubscription criteria.

A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.

Notifying In-year Applicants

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Headteacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the Governing Body.)