

# ST BRIGID'S VOLUNTARY AIDED SCHOOL, DENBIGH

## ADMISSIONS POLICY

## PRIMARY

2022/2023

St Brigid's School is founded to provide an education for Roman Catholic (Catholic) and other children. Whenever there are more applications than places available, **priority will always be given to Catholic applicants in accordance with the criteria listed below**. Application forms can be obtained from the school or the St. Brigid's School web-site ([www.st-brigid.co.uk](http://www.st-brigid.co.uk)).

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1 The responsibility for determining the arrangements for admission shall rest with the Governors of the School.

2. St Brigid's School provides 12 Nursery places for children under the age of 4. However, parents/guardians should note that holding a Nursery place at the School does not guarantee a Reception place at the School and parents/guardians must make a separate Reception application to the School and to Denbighshire County Council in the relevant Annual Admission Round.

3 Up to 12 children are admitted to the Reception class in the academic year following their fourth birthday. Additional pupils will be admitted in Year 3 class in the academic year following their seventh birthday, taking the number to 20. Additional pupils will also be admitted in Year 5 class in the academic year following their ninth birthday, taking the number to 28. However should the number of applications exceed these admission numbers the following over subscription criteria, listed in order of priority will be used:

- a. Looked-after (children in public care) and previously looked-after children;
- b. Children with exceptional social or medical needs (see paragraph 4 below);
- c. Children with a sibling (full, half, step, adopted and fostered brothers and sisters) in statutory education (Primary or Secondary Department) or in the Sixth Form at the school in September 2022, living at the same address;
  - d. Baptised Roman Catholics (see paragraph 5 below);
- e. Children of other denominations, and whose application is supported by a Minister of Religion (see paragraph 5 below);
- f. Children who have no religious denomination, whose parents wish them to have a Catholic education.

4 The Governors may increase the priority of an application where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the School rather than any other school. The information will be discussed with the relevant parties within the School and Governing Body, and if necessary the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places.

5 Practising Roman Catholic applicants wishing to claim priority will be required to provide the name of a priest to whom reference can be made and to produce a copy of a Baptismal Certificate. A Minister of Religion will be required to indicate their support for the application of a child of another denomination by signing the relevant part of the application form.

6 Tie Breaker - In the event of oversubscription in any of the above categories, places will be allocated to those living nearest to the school. Distance will be measured along the shortest driving route to the school gate, verified by Google Maps.

7 The timetable for the admissions process is the same as that published by Denbighshire County Council, and parents/guardians will be notified of admission decisions by post by the common dates agreed with Denbighshire County Council.

8 Late applications – applications received after the closing date given in the timetable set by Denbighshire County Council will be considered in cases where a good reason is given. These include special circumstances such as where a single parent has been ill for some time or a family has just moved to the area, provided applications are received before offers of places are made.

9 A waiting list is maintained. Following the Annual Admissions Round, unsuccessful applicants' names will be placed on the waiting list. Waiting lists will be maintained until the 30<sup>th</sup> September of the academic year following the children's tenth birthday. If a place has been offered and declined, but parents/guardians want the application to be placed on the waiting list for consideration in subsequent years, should a place become available, they should notify the Secretary of the Admissions Committee in writing.

10 If places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the oversubscription criteria, not the date on which application was made.

11 Pupils will only be admitted in other years subject to availability, and parents/guardians wishing to effect admission to the School mid-term and at any other time must make an application which will be dealt with in the context of the School's Admissions Policy. Parents/guardians of pupils attending state school in Denbighshire must also complete the Denbighshire County Council school transfer application. Further details regarding procedure for mid-term applications are available from the Secretary to the Admissions Committee.

12 Parents/guardians of statutory aged pupils (this excludes Nursery) have the right to appeal to an independent panel against the refusal of a place at the School.

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