

St Bernadette's Catholic Primary School



Learn, Live, Believe

Admission's Policy 2025-2026

Agreed by Governing Body: November 2023

To be reviewed by the Governing Body: September 2025

St Bernadette's Admission Policy 2025-2026

St Bernadette's Primary School is a Voluntary Aided School and as such the Governors are the Admission Authority.

Children are admitted into Reception Class in the September following their fourth birthday.

Parents/Guardians will be advised to apply for a place during the Autumn Term prior to the academic year. Parents applying for a place in the Reception Year at the school **must express a preference for a place at the school on the Council's School Admissions Portal** at www.cardiff.gov.uk. You are also required to submit your child's birth certificate and (if applicable) your child's Baptism certificate directly to the school office at Bryn Heulog, Pentwyn, Cardiff CF23 7JB for any more information, please contact the school by email at stbernadettesprm@cardiff.gov.uk or phone the school direct on 02920 733443.

Please note, if you are a late or an in-year applicant, you will need to **complete the school's application form** which you can request from the school office – the contact details are listed above.

Notifying Applicants: Applicants for a Reception place, will be notified electronically of the result of their application on the offer date set by Cardiff City Council. On receipt of an offer of a place, applicants have fifteen school days to accept. Failure to comply will result in the offer being withdrawn. For applications to other year groups, you will be contacted by the school office.

Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils.

Places are provided for children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Bernadette's Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

Oversubscription Criteria:

❖ **Children who will have siblings on roll at St Bernadette's Catholic Primary School in the year the applicant would join the school will have priority under each oversubscription criteria.**

- 1 Baptised Catholic Children who are Looked After (CLA) or previously looked after are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009:
- 2 Baptised Catholic children who reside in Pentwyn and Pontprennau *
- 3 Baptised Catholic children who reside outside of category 2
- 4 Children who are Looked After and previously Looked After children that are not of the faith.
- 5 Christian children from other denominations who reside **in** the areas referred to in category 2 (Baptismal certificate or letter from minister of religion required).
- 6 Christian children from other denominations who reside in areas **outside of** those in category 2 (Baptismal certificate or letter from minister required).
- 7 Other children whose parents have demonstrated a wish for Catholic education at St Bernadette's.

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 when the application is made. This would normally be the same address as the person who has parental responsibility and is the main carer. Where the child spends equal time with both parents/carers, the place of residence will be considered to be the person who receives the child benefit.

REQUIREMENTS

- 1. Proof of baptism will be required for categories 1-3 and 5-6. This will be in line with The Archdiocese 'Eastern Catholic Churches– Guidance for Schools' document'**
- 2. The child's birth certificate.**

Children who are Looked After: looked after child is a child who is looked after by a Local Authority (LA) in Wales or England in accordance with the Children Act 1989 and whom the LA has confirmed will be looked after at the time of the child's admission to the school.

Definition of sibling: Children who have a sibling on roll at St Bernadette's Catholic Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half-brother/sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

Multiple births: If, when applying the oversubscription criteria, the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

Proximity – Tie Breaker: 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 use the GPS system to calculate home school distances in miles.

Late Applications: Any applications received after the closing date or remain incomplete will only be processed after places have been allocated for applications that were received by the closing date.

Waiting Lists: Where a place has been refused, the applicant will be placed 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 applicants on the waiting list will be considered as detailed in oversubscription criteria

A child's position on the waiting list may change depending on their priority under the admissions criteria. It is **not** dependent on the length of time on the waiting list.

In-Year Admissions or Transfer: Applicants moving into Cardiff will not automatically be allocated a place at the local school. If the school is full, applications will be refused. This decision can be appealed. Parents/carers are strongly advised to keep their child at their current school until a suitable alternative place can be found

Right of Appeal: Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. Parents wishing to appeal must contact the school for details of the appeal process and an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel. The decision of the appeal panel will be made in accordance with the Schools Admissions Code on admission appeals and is binding on all parties.