



# St. Francis Xavier's RC Primary School

*Love one another as I have loved you*

## **ADMISSIONS POLICY**

**2026-2027**

### **Our Mission**

**Share God's love with one another**

**Follow your dreams**

**Excel in citizenship**

Our Mission is to:

- Be a witness to the values, teaching and beliefs of the Roman Catholic Church
- Promote achievement and enjoyment for all
- Expect the best for individuals
- Inspire learning
- Collaborate with the community
- Promote a healthy and safe life style
- Create a sustainable school
- Continually strive to be effective

All applicants to St. Francis Xavier's must complete a form PA1 (provided by the Local Authority) together with the school's own application form.

PAN (Planned Admission Number) for September - 30

#### Oversubscription Criteria

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school will be admitted. In the event of oversubscription, applications will be considered in the following order of priority.

1. Baptised Roman Catholic children looked after<sup>1</sup> or previously looked after<sup>2</sup> but immediately after being looked after became subject to adoption, a child arrangements order<sup>3a</sup>, or special guardianship order<sup>4</sup> including those who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>3</sup>.
2. Baptised Roman Catholic children who have a special reason for admission on social or medical grounds. Admissions will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or priest.
3. Baptised children being brought up as Catholics living or worshipping in the parish of St. Francis Xavier.
4. Baptised children being brought up as Catholics living or worshipping in other parishes.
5. Other children looked after<sup>1</sup> or previously looked<sup>2</sup> after but immediately after being looked after became subject to adoption, a child arrangements order<sup>3a</sup>, or special guardianship order<sup>4</sup> including those who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>3</sup>.

6. Children who have a sibling\* at the school not only at the time of application but also when the child is due to start.
7. Children of staff<sup>5</sup> in either or both of the following circumstances:
  - a. 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, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children of other Christian denominations will be ranked under the following criteria:
  - (i) Christian children who have a special reason for admission on social or medical grounds. Admissions will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or priest.
  - (ii) All other Christian children – ranked from distance\*\* to school.
9. Other children who have a special reason for admission e.g. on social, physical or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or religious minister.
10. All other children - ranked from distance\*\* to school.

#### Notes

<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>2</sup>This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>3</sup>A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

<sup>3a</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>5</sup> Children of all staff employed by the school. Where the child lives at the same address as the member of staff.

#### Roman Catholic Children

"Baptised Roman Catholic Children" means children who have been baptised in the Roman Catholic Church and children who have been baptised into another Christian denomination and later received into the Catholic Church.

Applications from Roman Catholic children should be accompanied by the school's application form completed by parents/guardians. In addition, the application form should be either

- verified by the applicant's Parish Priest
- or accompanied by a copy of the child's baptismal certificate

Other Christian denominations

“Other Christian denominations” means membership of a ‘Christian Church’, which is an organised body subscribing to the Doctrine of The Trinity.

Applications from children of other Christian denominations should be accompanied by the school’s application form completed by parents/guardians and a recognised Christian minister.

Incomplete Applications

Applicants who make incomplete applications to the school will be placed in category 10.

Siblings \*

A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer’s partner, and in every case the child must be living in the same family unit at the same address.

Home Address

Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please see: [Find a school – Herefordshire Council](#)

Home address of a child is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes.

Late Applications

Applications will be accepted on the understanding that the delay was reasonable, for example a family moving into the area. Because the individual circumstances will vary from application to application the Governing Body will decide what is reasonable.

Applications received after the deadline will be placed on a waiting list based on the oversubscription criteria.

Distance from School \*\*

Distance is measured by the shortest available walking route using a road and/or made up footpath using the nearest network node from the property address point to the nearest network node at the main school entrance gate.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Clerk of Governors. Appeals will be heard by an independent panel.

Waiting list

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

In year transfers

Applications other than the normal intake to reception class (in-year transfers) will follow the school’s oversubscription criteria and will be applied in cases where there are multiple in year applications for limited places. Applications for service children will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

The Governing Body will consider applications from pupils that increase the class size in Key Stage 2 to a maximum of 32.

However, the Governing Body may refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

This policy was updated in October 2023. The policy was adopted by the Governing Body of St Francis Xavier's RC Primary School on 20.11.23.

The policy will be monitored by members of the Senior Management Team and Chair of Governors.

The policy will be reviewed in 7 years (by August 2027) or as deemed necessary by the governors.

Signed: Mr P Williams                      Date: 29.01.25 Chair of Governors

Signed: Mrs E Christopherson                      Date: 29.01.25 Headteacher

Reviewed January 2020, April 2021, August 2021, March 2022, October 2023, January 2024, January 2025