



# St Mary's R.C. High School

PER MARIAM

## Admissions Policy September 2025 Admissions

**Document owner:** PA to the Headteacher

**Reviewed by:** Full Governing Body

**Governor committee approval (if appropriate):** March 2024

**Review date:** 1 year from policy approved date



# Admissions Policy – September 2025 Admissions

**Planned Admission Number (PAN) for September 2025-150 pupils. Note: flexibility of PAN to be considered.**

## 1. APPLICATION PROCESS

- 1.1. All applicants to St Mary's RC High School (the school) must apply through the Local Authority by completing the on-line application form. (Link under 'Admission Arrangements' in the 'Admissions' folder on the school website.) A paper copy application form (available for those without internet access) can be obtained from the secondary transfer admissions officer at Herefordshire Council on 01432 260925.
- 1.2. Applicants must also complete the school's own application form and return it to the school. This form is available under 'Admission Arrangements' in the 'For Parents' folder on the school's website or on request from the school.
- 1.3. Completed application forms should be submitted to the Local Authority by 31 October 2024 and to the school by the same date.

## 2. OVERSUBSCRIPTION CRITERIA

- 2.1. In the event of oversubscription, applications will be considered in the following order of priority:
  - 2.1.1. Children with a Statement of Special Education Needs or an Educational, Health & Care Plan which names this school.
  - 2.1.2. Baptised Roman Catholics who are looked after children and previously looked after children who have since been adopted, or became subject to a child arrangements order or special guardianship order, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. See notes 1 - 5.
  - 2.1.3. Baptised Roman Catholic children. See note 5.
  - 2.1.4. Looked after children and previously looked after children who have since been adopted, or became subject to a child arrangements order or special guardianship order, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. See notes 1 - 4.
  - 2.1.5. Children who attend one of the three designated Catholic primary schools. See note 6.
  - 2.1.6. Children who have a sibling who is attending the school on the closing date for this application round. See note 7.
  - 2.1.7. Children of staff, where the member of staff has been employed directly by St Mary's RC High School for two or more years on the closing date for this application round.
  - 2.1.8. Children of other Christian denominations who attend church regularly. See note 8.
  - 2.1.9. Children of other Christian denominations. See note 8.



2.1.10. All other children.

2.2. In the event of any category being over-subscribed, the governors will use distance.

2.2.1. Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please visit the [Find a school page](#) on our council website

2.2.2. In any case where the distance is not a final deciding factor, eg two applications are exactly the same distance from the school, the final tiebreaker will be a lottery undertaken by an individual independent of the Children and Families Directorate.

### 3. INCOMPLETE APPLICATIONS

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

### 4. LATE APPLICATIONS

4.1. It is likely that late applications will be received between 31 October 2024 and 14 January 2025 (final allocation list). Such applications will be accepted on the understanding that the delay was reasonable, for example a family moving into the area. Because individual circumstances will vary from application to application, the governing body will decide what is reasonable.

4.2. Applications received after 1 March 2025 will be placed on a waiting list based on the oversubscription policy.

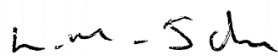
4.3. In-year admission applications. Parents can apply at any time and if refused because the admission of another child would prejudice the provision of efficient education or efficient resources then they will be notified in writing within 15 school days and will be offered the right to appeal the decision.

### 5. FAMILIES OF SERVICE PERSONNEL

5.1. In accordance with the Department for Education's Schools Admissions Code, families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in this area, will be considered for a place in advance of the family arriving, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. A service child will not be disadvantaged because the family does not currently live in the area.

This policy was approved at the meeting of the full governing body at their meeting on 21 March 2024.

Signed:



Lynn Johnson, Chair of Governing Body

## Notes:

- 1) 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.
- 2) 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 Act 2002 (see section 46 adoption orders).
- 3) 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.
  - a) 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.
- 4) 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).
- 5) "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 evidence of baptism (normally a baptism certificate) or reception into the Catholic Church. Documents should be sent to the school with the school application form and will be returned once the application has been processed.
- 6) Designated Catholic Primary Schools:

Our Lady's Roman Catholic Primary School, Hereford;  
St Francis Xavier Roman Catholic Primary School, Hereford;  
St Joseph's Roman Catholic Primary School, Ross-on-Wye;
- 7) 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.

- 8) “Other Christian denominations” means membership of a Christian Church, which is an organised body subscribing to the Doctrine of The Trinity.
- a) 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.
  - b) A child will be considered to attend church regularly if he/she has been attending church at least monthly during the 12 months immediately before the date on the application form, in addition to participation in school worship and church attendance as part of uniformed youth associations, gatherings etc.

