ST DOMINIC SAVIO CATHOLIC PRIMARY SCHOOL

Name of Policy:	Admissions Policy 2027-2028
Date Adopted:	19th November 2025
Responsible Person:	Admissions Committee
Signed By:	Laura Hulland Headteacher
Signature:	
Date:	
Signed By:	Richard Newman Chair of Admissions Committee
Signature:	
Date:	

Admissions Policy Changes

Version	Status	Change Detail	Author	Date

ST. DOMINIC SAVIO
CATHOLIC PRIMARY SCHOOL
Western Avenue
Woodley, Reading RG5 3BH

Catholic Diocese of Portsmouth

Admission Policy
School Year 2027-2028

St Dominic Savio Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The school principally serves the Catholic parishes of Woodley, Earley and Twyford.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set its Published Admission Number ('PAN') at 60 pupils to be admitted to the Reception year group in the school year which begins in September 2027.

The governing body has set its admission number at 60 pupils to be admitted to the Reception year group in the school year which begins in September 2027.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)
The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic siblings of pupils of St. Dominic Savio at the time of admission
3. Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Other siblings of pupils of St. Dominic Savio at the time of admission.
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 4)
7. Children of other Faiths whose membership is evidenced by a religious leader. (see note 5)
8. Other children.

Tie Break
Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to St. Dominic Savio Catholic Primary School in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in meters between the Easting and Northing for each end address point then multiply by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is at least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by drawing of lots, carried out by at least two members of the Governing Board, supervised by an independent person. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable
To apply for a place at this school in the normal admission round, you must complete a Common Application Form (CAF) available from the local authority in which you live. You are also strongly requested to complete the **Supplementary Information Form (SIF)** attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to admissions@st-dominicsavio.wokingham.sch.uk by 15th January 2027.
You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date (15th January, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2027.

Late Applications
Late applications will be allocated according to the Admission Criteria after all other applications have been considered. If places are not available, they will be added to the waiting list. Applicants will be notified by the local authority about the success of their application.

Admission of Children Below Compulsory School Age and Deferred Entry
A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group
A request may be made for a child to be admitted outside of their normal age group, for example, if the child has special educational needs or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to admissions@st-dominicsavio.wokingham.sch.uk with attention marked to the school's Admissions Officer, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists
In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 July 2028 unless applicants request in writing to remain on the list.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications
An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting admissions@st-dominicsavio.wokingham.sch.uk .

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).
You will be advised of the outcome of your application in writing, within a maximum of 15 school days of receipt, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child 'has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child 'is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic 'means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it

includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. We would ask for original documentation to be provided to the school office, except in exceptional circumstances, which would be agreed by the Chair of the Admissions Committee at the time of application. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

4. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Savior according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations 'at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

6. Siblings (brother or sister) includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

7. A 'parent 'means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

8. For the purposes of this policy, parish boundaries can be found on the Admissions section of the CASO (Catholic Academies and Schools Office) website at www.casoportsmouth.org.uk/admissions/ A paper copy is available on request.

9. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

10. A school year is from 1st September to 31st August

Appeals

Parents, as defined on Page 4 S576 Education Act 1996, have the right to appeal if the Governors refuse a place for their child. When parents are informed of a decision to refuse a child a place at a school, they **must** be given the reason for refusal, informed of their right to appeal, the deadline for lodging their appeal and contact details for making the appeal, which **must** be made in writing. The appropriate form can be obtained from the address below. All appeals **must** be lodged within 20 school days from the date parents are notified that an application was unsuccessful with evidence to support that appeal. If submissions are received after the deadline, it might not be considered and may result in delays to your hearing.
An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements and have the chance to submit any relevant papers and to speak at the hearing. The Appeal Panel's decision is binding.

The Clerk to the Appeals Panel
Democratic Services
Wokingham Borough Council
Shute End
Wokingham
RG40 1WQ

Telephone: (0118) 974 6059

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further applications for appeals in the same school year (1st September to 31st August).

Admissions for Entry into Reception in 2026-2027

Category	**Applications received by the closing date**	**Admissions**
Category 1	To be completed March 2026	To be completed Sept 2026
Category 2		
Category 3		
Category 4		
Category 5		
Category 6		
Category 7		
Category 8		
Total		

Any requests for further information should be addressed, in the first instance, to the School Administrator, on telephone number 0118 969 3893 or e-mail: admissions@st-dominicsavio.wokingham.sch.uk