

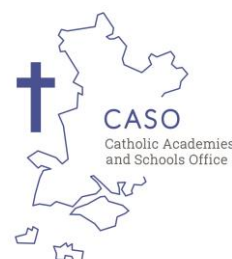


CATHOLIC DIOCESE OF PORTSMOUTH

DIOCESAN GUIDANCE ON ADMISSION TO CATHOLIC SCHOOLS

This guidance was issued by the Diocese on 1 October 2023

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Contents	Page
Introduction	4
Faith Based Admission Arrangements – The Requirements of the Code	5
General Principles – Catholic Schools as Part of the Mission	5
Admission Policies and Procedures – the Role of the Admission Authority	7
Determination of Admission Arrangements	7
Consultation	8
Allocating Places	9
The Role of the Local Authority	10
Fair Access Protocol	12
The Role of the Diocese	12
The Role of the Parent/Carer	13
Drafting (Structure) of Admission Policies	13
General	13
Objectivity and Construction of Oversubscription Criteria	13
Religious Criteria: Diocesan Bishop’s Guidance	14
Highest Priority for Catholics	14
Definition of Catholic for the Purposes of Admission Criteria	15
Catholic as the Basic Category	16
Practising Catholic	16
Catechumens and Members of Other Eastern Christian Churches	16
Other Christian Denominations and Other Faiths	17
Other Subscription Criteria	17
Prohibited Practices	17
Diocesan Model Admission Policies	18
Statements of Support for the School’s Aims and Ethos	18
Published Admission Numbers	18
Supplementary Information Form	19
Looked After and Previously Looked After Children	19
Residence in Parishes or Deaneries	19
Feeder Primary Schools	20

Siblings	21
Home Address	21

Appendices

Appendix 1	Catholic churches	22
	Eastern Christian churches	22
Appendix 2	Flowchart for Reviewing Admission Arrangements	24
Appendix 3	Checklist and Timetable for Admission Arrangements	25
Appendix 2	Model Admission Policies and SIFs	27
	- Primary school where evidence of Catholic practice is not required. - Primary School where evidence of Catholic practice is required. - Secondary school where evidence of Catholic practice is not required. - Secondary school where evidence of Catholic practice is required.	28 38 50 60

INTRODUCTION

It is the responsibility of each admission authority to ensure that their admission arrangements (which include the procedure followed, the admission criteria used, and any supplementary information relied upon), are compliant with admissions legislation, and in particular, the 2021 School Admissions Code (“the Code”)¹.

[School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-admissions-code)

This guidance is provided by the diocese to support admission authorities in discharging their responsibilities. It provides guidance about the construction of admission arrangements and information on the diocese’s requirements in relation to membership and practice of the Catholic faith **to which, pursuant to the Code, all Catholic schools within the diocese must have regard**².

This guidance will also assist admission authorities in complying with the diocesan protocols on admissions.

In the case of Catholic voluntary academies, this guidance is issued by the diocese to the board of directors and it is their responsibility to ensure that it is promulgated to local governing bodies as required. Boards of directors are also responsible for monitoring compliance by local governing bodies where necessary.

This guidance is effective from 1 September 2023 and replaces all previous guidance issued by the diocesan bishop.

¹ Issued under section 84 of the School Standards and Framework Act 1998 (“SSFA 1998”) the governing bodies of maintained schools must have regard to the Code; academies are required by their funding agreements to comply with the Code (para 4 of the Code).

² Paras 1.36-1.38 of the Code.

FAITH BASED ADMISSION ARRANGEMENTS – THE REQUIREMENTS OF THE CODE

The Code provides, at paragraph 1.38, that admission authorities of schools designated as having a religious character **must** have regard to guidance from the body or person representing the religion or religious denomination when constructing faith based admission arrangements, to the extent that the guidance complies with the mandatory provisions and guidelines of the Code. Admission authorities **must** also consult with that body or person when deciding how membership or practice of the faith is to be demonstrated. The body or person who is the representative of the religious denomination for Catholic schools is the diocesan bishop.

The diocesan bishop requires schools to comply with this guidance unless there are clear and proper local reasons for not doing so. The expectation is that these clear and proper local reasons for non-compliance will be in the exception, and they will only occur following discussions with diocesan officers.

This guidance complements but does not reproduce the Code. It focuses on those areas which are of most concern to the admission authorities of Catholic schools. It is important that those individuals most directly concerned with admissions and appeals against admission decisions are thoroughly familiar with both the Code and this guidance and that they attend appropriate training.

This guidance describes the primary legislation, regulations and case law most relevant to admission authorities. Whilst every effort has been made to ensure the accuracy of this guidance, it does **not** provide a definitive interpretation of the law, as this is entirely a matter for the courts.

Responsibility for determining admission arrangements and publishing legally compliant policies and procedures rests with the admission authority, not with the diocese.

GENERAL PRINCIPLES – CATHOLIC SCHOOLS AS PART OF THE MISSION

Catholic schools were established to provide Catholic education for Catholic children. The schools are conducted as Catholic schools in accordance with canon law, the teachings of the Catholic Church and their Trust Deed. In the Diocese of Portsmouth, the Bishop expects all Catholic schools to give first priority to Catholic applicants. This Guidance is designed to help the governing bodies of Catholic schools and academy boards of directors including those in the trusteeship of religious orders, as admission authorities, to agree and administer the admission process for their school in accordance with the School Admissions Code and to fulfil the Bishop's expectations.

Admission arrangements are a key element in preserving and developing the distinctive religious character of Catholic schools and supporting the Church's mission in education. There are a number of underlying principles which should inform admission arrangements in all Catholic schools, some of which are set out below:

A Catholic education must:

- encourage the formation and growth to maturity of the whole human person;
- enable physical, moral and intellectual talents to be developed harmoniously;
- teach all to know and live the mystery of salvation;
- assist all to work towards their eternal destiny;

- promote the common good of society;
- ensure that all develop a greater sense of responsibility and a right use of freedom; and
- provide formation for every person to take an active part in social life.³

In England and Wales, the bishops have also said that *“whether or not market forces are regulated in some way by a supervising authority, it remains the Christian duty of individual schools themselves to promote the common good and support “the poor, vulnerable, powerless and defenceless” by reviewing and, where necessary, amending their admission procedures; accepting that sacrifices sometimes have to be made by individual institutions for the sake of the common good; and working at local, diocesan and national levels to ensure an equitable distribution of the resources available to education.”*⁴

Each Catholic school is established in the diocese to form, in partnership with home and parish, an integral part of that local Catholic faith community which bears the mission of the Church to embrace the gospel of Christ, to live by its values, and to proclaim Christ as the light of all peoples. A key role of the school is to assist parents of baptised Catholics to fulfil the responsibilities taken on at their child’s baptism. By striving to be a Christ-centred community providing excellent education, the school will also play its part in the witness and mission of the local Church.

Catholic schools are established and maintained as part of the education system in which the Catholic community undertakes a responsibility to provide for the education of Catholic children in schools whose philosophy, recruitment, admission of pupils, delivery of the curriculum and daily life are determined by the distinctive Catholic ethos of their faith community.

As part of the diocesan community of parishes and schools, no school should act for its own perceived interests alone.

It is the responsibility of all Catholic schools, in co-operation with each other and with other admission authorities, and with the assistance of the diocese, to ensure that the maximum number of Catholic children are able to take advantage of a Catholic education provided at a local Catholic School. Catholic Schools should therefore:

- work with each other to draw up admission arrangements which ensure that places are provided equitably for all local Catholic communities (including Eastern Catholic Churches and ethnic chaplaincies); and
- co-ordinate their admission arrangements, in consultation with the diocese, to maximise parental satisfaction with their choice of Catholic school.

³ Code of Canon Law (*Codex Juris Canonici*: CJC) cann.795, 217; Gravissimum Educationis.

⁴ The Common Good in Education, p.17.

ADMISSION POLICIES AND PROCEDURES - THE ROLE OF THE ADMISSION AUTHORITY

Admission criteria are set by the admission authority and published in its admissions policy. In determining the admission arrangements, the admission authority must comply with the law which includes having regard to this guidance.

In the case of academy companies, the admission authority is the Catholic Academy Trust and this is therefore where responsibility for determining admission arrangements and reviewing applications lies for all schools. The board of directors of a Catholic Academy Trust may, however, delegate responsibility for determining the admission arrangements for individual schools, and/or taking decisions on applications, to local governing bodies, but it is important that the board of directors retains oversight.

Governing bodies in Catholic voluntary aided schools and academy companies acting through their board of directors in Catholic voluntary academies are legally required to comply with the Trust Deed and the school's constitutional documents in discharging their functions, including when determining admission arrangements. For Catholic voluntary aided schools, the constitutional document is their Instrument of Government and for Catholic voluntary academies it is the Catholic Academy Trust's Articles of Association. Regardless of the type of school its constitutional documents will reflect the school's duty to serve as a witness to the Catholic faith, and to comply with the requirements of canon law.

Catholic school admission authorities have an over-riding duty to offer places to Catholics first. This is a requirement of the Trust Deed and therefore a legal requirement on admission authorities. Catholic schools must not operate any policies if the consequence is to offer a place to a non-Catholic whilst denying that place to a Catholic.

DETERMINATION OF ADMISSION ARRANGEMENTS

Admission authorities must formally determine the school's admission arrangements each year, even when the arrangements remain the same. It is important that admission authorities document the determination of the admission arrangements each year, and that records are kept in accordance with the organisation's retention policy, in order to evidence compliance with this requirement.

It should be noted that local authorities **must** refer an objection to the Schools Adjudicator if they are of the view, or suspect, that a school's admission arrangements are unlawful.⁵ In addition, any person or body (including any diocese) that considers a school's admission arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.⁶

If notice of an objection is either threatened or received, admission authorities should seek the advice of the diocese immediately.

⁵ Para. 3.2 School Admissions Code September 2021

⁶ Section 88H of the SSFA 1998

CONSULTATION (SEE PARAS 1.45-1.48 OF THE CODE)

The Code states that where changes are proposed to admission arrangements the admission authority must consult on the arrangements before they are adopted, except where the change is to increase a school's published admissions number ("PAN").

No changes should be proposed without the consent of the diocese and, even though the Code does not require consultation where there is an increase in PAN, admission authorities must not increase PAN without the agreement of the diocese.

The reason for this is that canon law provides that each diocesan bishop has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in his area. The expansion of any Catholic school is part of this strategic place planning responsibility and is therefore within the canonical responsibility of the diocesan bishop. All Catholic schools are required by their governing documents to comply with the requirements of canon law.

Where an admission authority has determined a PAN that is higher than in previous years, they must notify the local authority of it, and make specific reference to the change on their website (see para. 1.51 of the Code). Where an increase in PAN would like to be explored, admission authorities must always consult with the diocese in good time to obtain its consent to the increase.

Where no changes are made to admission arrangements over a number of years, the admission authority must carry out a public consultation every 7 years. Consultation must be for a minimum of 6 weeks, and the Code sets out the specific time frame within which the consultation must take place (see para 1.46 of the Code).

The Code also sets out those with whom the admission authority is required to consult (see para 1.47 of the Code). This includes consultation with the appropriate religious authority. Catholic schools must therefore consult with the diocese, since the appropriate religious authority is the diocesan bishop.

It is important that the admission authority gives careful consideration to identifying those other persons or bodies with whom they need to consult and the means by which they might effectively do so. The diocese will be able to provide further guidance about those persons or bodies to be consulted and the admission authority should contact the diocese at the earliest opportunity to seek its guidance.

Once admission arrangements are determined, the admission authority must notify all those persons or bodies specified by the Code. This includes the diocese. The admission authority must also send a copy of their full, determined arrangements to the relevant local authority. The determined admission arrangements must be published on the school's website for the whole of the school year in which offers for places using those arrangements will be made (see para 1.50 of the Code).

The admission authority must also provide all the information that the relevant local authority needs to compile the composite prospectus within the time frame required by the Code.

ALLOCATING PLACES

With the exception of designated grammar schools, all maintained schools, including Catholic schools, must offer a place to every child who has applied where they have enough places. Where there are insufficient places available the admission authority must allocate places on the basis of the determined admission arrangements.

Where there are more applications than spaces available places must only be allocated on the basis of the admission arrangements as determined, there should be no allocation of places based on any other criteria or interpretation of the determined arrangements.

A decision to offer, or refuse admission, must not be made by just one individual in an admission authority; the whole admission authority, or an admissions committee established by the admission authority, must make these decisions.⁷ The decisions of the admission authority, or the admissions committee, must be recorded in minutes of the relevant meeting which must themselves be retained in accordance with the organisation's retention policy. A clear record of decisions should also be kept and retained as appropriate for in-year applications.

It is important that in-year admissions applications are processed as quickly as possible so as to avoid any delay in a child starting school. The Code provides that parents must be informed of decisions within 15 school days, but the aim should be to notify them within 10 school days. Admission authorities should pay careful attention to the paragraphs in the Code which relate to in-year admissions.⁸

Where an admissions committee has been established the relevant regulations for maintained schools require that the quorum for any meeting of such committee must be determined by the committee, but in any event must be not less than three governors who are members of the committee.⁹ For academies, the constitution of any such committee will be set by the board of directors.

The head teacher should be a member of any such admissions committee; however, they have no individual role in school admissions and may not be delegated the power to accept or refuse admissions on their own.

It is important that parish priests are not members of any admissions committee where they might be reviewing applications made by parishioners because they will have a pastoral role to play in their capacity as parish priest which should not influence any decision to admit an individual child. In addition, parish priests are also likely to be requested to verify Catholic Practice (if required in relation to the particular school's oversubscription criteria), and the parish priest's membership of an admissions committee might result in a conflict of interest for him.

It is often difficult to arrange meetings of the admissions committee on short notice to deal with ad hoc in-year applications. The regulations applicable to maintained schools do, however, provide that the governing body may approve alternative arrangements for committee members to participate or vote at meetings of a committee including by, but not limited to, telephone or video

⁷ Para. 2.7 of the Code.

⁸ Paras 2.23 - 2.31.

⁹ Reg. 22(2) School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

conference¹⁰. It should be noted that the requirement is for a *meeting* of the committee so an exchange of emails would not constitute participation in a meeting. For academies this ability will be set out in any terms of reference or committee procedures set by the board of directors.

It is therefore advisable that the admission authority, when establishing the admissions committee, include within the delegation an approval of alternative arrangements to facilitate a virtual meeting, in order to ensure that decisions in relation to in-year applications are not delayed.

The admission authority must maintain a waiting list in respect of each relevant age group i.e. the age group at which pupils are, or will normally be, admitted to the school until at least 31st December of each school year¹¹. The diocese recommends however that a waiting list is maintained by the admission authority for the whole of the school year, this is reflected in the diocesan model arrangements. The waiting list arrangements must be set out in the admission arrangements and the arrangements must make it clear that each child added to the list will be ranked in accordance with the published oversubscription criteria. Priority must not be given to a child based on the date their application was received or their name added to the list. Looked after children, previously looked after children, and those allocated a place through any local Fair Access Protocol, must take precedence over those on the waiting list, in accordance with the school's admissions criteria (see para. 2.15 of the Code). Admission authorities should also refer to the local authority's co-ordinated scheme which may refer to arrangements for waiting lists in order to ensure that their waiting list process complies with the co-ordinated scheme.

THE ROLE OF THE LOCAL AUTHORITY

The local authority is the body which co-ordinates applications for admission to schools within its area, in the normal admissions round.

Each year all local authorities must formulate a scheme to co-ordinate admission arrangements in respect of all publicly funded schools within their area (see para. 2.22 of the Code) and they are required to publish the scheme on their website. All admission authorities within that area, including at all Catholic schools, are required to participate in that co-ordination and provide the local authority with the information it requires, by the dates agreed within the scheme. It is important that admission authorities review the co-ordinated scheme and ensure that their admission arrangements, particularly in relation to in-year applications, follow the requirements of the co-ordinated scheme.

Local authorities must provide a common application form (CAF) to enable parents to express their preference for a place at any publicly funded school, with a minimum of 3 preferences in rank order, allowing them to give reasons for their preferences (see para 2.1 of the Code). Where additional information is required by an admission authority to enable it to allocate places, the admission authority may provide supplementary information forms (SIF). **The SIF must only request information which has a direct bearing on decisions about oversubscription criteria or for the purpose of selection by aptitude or ability (see para 2.4 of the Code).**

¹⁰ Reg. 26(10) School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

¹¹ Para 2.15 of the Code.

No information should be requested on the SIF if it has already been requested on the CAF. There is a request for a small amount of information on the diocesan model SIF, some of which may be available on the CAF (e.g. parent contact details), because this ensures that the information on the SIF can be cross referenced to the correct application on the CAF, it also ensures that admission authorities can contact parents with queries about the information provided, if they have any.

There is no requirement for local authorities to co-ordinate in-year applications for schools for which they are not the admission authority. Admission authorities must provide information relating to in-year applications to local authorities as set out in para. 2.24 of the Code and certain information must also be set out on the school's website (see para 2.26 of the Code).

A parent can apply to a school for a place for their child at any time outside the normal admission round. They can do so directly to the school, except where the school is part of the co-ordinated scheme (see para 2. 23).

It is important to note that, where the local authority co-ordinates in-year applications, it does not make the decision about whether to offer a place at the school; since the governing body in the case of catholic voluntary aided schools or the Catholic Academy Trust in the case of Catholic voluntary academies is the admission authority, it is for the admission authority to make all decisions about admission to the school, including in-year applications.

The admission authority is legally able to delegate decisions on admissions to the local authority where the local authority's Scheme for co-ordinated admissions makes provision for such delegation.¹² However, the right of the admission authority of a Catholic school, to make decisions in relation to admissions has always been central to the protection of the Catholic character of Catholic schools and accordingly admission authorities should not agree to the inclusion of any such provisions in the Scheme.

Local authorities are required to formulate a Scheme by 1st January in each year and to consult (including with each admission authority) in the event that changes are made which make the Scheme substantially different from that adopted for the preceding academic year, or otherwise every six years.¹³ It is likely that existing Schemes will already include a provision allowing for a local authority to make certain decisions on admissions; where that is the case admission authorities must, at the next opportunity, make clear to the local authority that it has rescinded any previous delegation of its authority to the local authority and will henceforth make all future decisions itself in relation to admissions and ensure that the Scheme does not include any provision which is inconsistent with this position.

The admission authority must, on receipt of an in-year application, notify the local authority of the application and its outcome ideally within two days¹⁴. This allows the local authority both to keep up to date figures on the availability of places in the area and to ensure that children in the area receive the offer of a school place and are not out of school for a significant period. It is therefore extremely important that this information is provided to the local authority without delay.

¹² The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

¹³ Reg. 27 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

¹⁴ Para 2.30 of the Code.

FAIR ACCESS PROTOCOL

Each local authority must have a Fair Access Protocol (FAP) agreed with the majority of schools in its area (see paras 3.14 and 3.15 of the Code) and all admission authorities must participate in it (see para 3.15 of the Code). This is to ensure that, outside the normal admission round, unplaced children are offered a place at a suitable school as quickly as possible.

It should be stressed that not all children applying for a place in-year will fall within the FAP. The list of children to be included in the FAP should be agreed with the majority of schools and is intended to apply to children who have difficulty securing a school place. The Code, at para. 3. 17, sets out a list of the children to be included in the FAP.

Outside the normal admission round the admission authority may give absolute priority to a child where admission is requested under any locally agreed FAP, even where this would mean admitting the child would exceed the school's PAN (subject to the infant class size exceptions).

THE ROLE OF THE DIOCESE

A diocese is the portion of the people of God entrusted to a bishop. It constitutes a particular Church in which and from which the one and only Catholic Church exists.

The diocesan bishop governs the particular Church entrusted to him as Vicar of Christ: he has proper, ordinary and immediate jurisdiction, exercised by him personally in Christ's name. A Catholic school is one which is recognised as such by the diocesan bishop and as has already been set out, canon law provides that each diocesan bishop has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in his area.

As works of the apostolate, all Catholic schools are subject to the jurisdiction of the diocesan bishop, even those that are not in diocesan trusteeship. **Canon 806§1** provides that the diocesan bishop has the right of supervision, visitation and inspection of Catholic schools in his diocese, even those established or directed by members of religious orders. He also has the right to issue directives concerning the general regulation of Catholic schools.

Published admission arrangements must make clear how membership or practice is to be demonstrated. The Code provides that the admission authority must consult with the religious authority, which in the case of Catholic schools is the diocesan bishop, when deciding how membership or practice of the faith is to be demonstrated. Therefore, in determining faith-based admission arrangements, admission authorities may only use the methods and definitions laid out in this guidance. Admission authorities must have regard to this guidance in accordance with para. 1.38 of the Code, unless the guidance does not comply with the mandatory provisions and guidelines of the Code, or the admission authority can demonstrate that it has considered and engaged with the guidance but has a clear and proper reason to depart from it. It will be particularly difficult for an admission authority to demonstrate a clear and proper reason for departing from this guidance if that departure:

- (i) fundamentally undermines the core or underlying principles of the guidance;
- (ii) is expressly forbidden by or in conflict with the guidance; or
- (iii) is substantially different in a material respect from the guidance.

Admission authorities are required to consult with the diocese before making any changes to admission arrangements, and they must provide any changes to their admission arrangements to

the diocese for approval, in advance of going out to wider consultation. Admission authorities are also required to provide the diocese with a copy of their determined admission arrangements.

The diocese recognises that dealing with admissions can be one of the most difficult tasks facing admission authorities. It is hoped that this guidance will be of some assistance. Where admission authorities are uncertain or have any concerns about any aspects of admissions they should contact the diocese for assistance.

THE ROLE OF THE PARENT/CARER

Parents who seek a Catholic education for their children must find out the admission arrangements for each school to which they may wish to apply. If anything is unclear they should seek help from the school. Schools may need to provide guidance and translated information to some parents or carers but care should be taken that this does not take the form of an interview.

Parents/carers must ensure that they complete the Local Authority's Common Application Form (CAF). An application is not valid without the completion and submission of the CAF. Many Catholic schools request the completion of a Supplementary Information Form (SIF) particularly to establish the level of religious practice and /or membership of other Christian and faith traditions. The completion of a SIF is not obligatory but parents/carers need to be aware that if a completed SIF is not submitted when requested, governors can only consider the application against the oversubscription criteria on the information in the CAF and evidence they receive such as the baptismal certificate. It should be noted that a separate SIF needs to be completed for each Catholic school that parents/carers apply for.

DRAFTING (STRUCTURE) OF ADMISSION POLICIES

GENERAL

Governing Bodies of Catholic voluntary aided schools and academy companies in the case of Catholic voluntary academies are required by law to comply with the Trust Deed and their constitutional documents in discharging their functions, including when determining admission arrangements. For voluntary aided schools the constitutional document is their Instrument of Government and for academies is their Articles of Association. The constitutional documents reflect the school's duty to serve as a witness to the Catholic faith, and to comply with the requirements of canon law.

Admission authorities have an over-riding duty to offer places to Catholics first. This is a requirement of the Trust Deed and accordingly a legal requirement on admission authorities. Catholic schools must not operate any policies if the consequence is to offer a place to a non-Catholic whilst denying that place to a Catholic.

OBJECTIVITY AND CONSTRUCTION OF OVERSUBSCRIPTION CRITERIA

Oversubscription criteria must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including equalities legislation. Parents should be able to understand how their application will be handled and what chance their child's application has of succeeding.

The way that the oversubscription criteria will be applied should be clear to those reading them. It is advisable to set out the criteria in a numbered list, with those falling within criterion 1 being admitted before those in criterion 2, and so on.

The criteria themselves should be as simple as possible. Definitions, clarifications, and requirements in relation to supporting evidence should be included in explanatory notes which form part of the admission policy. The diocesan model admission arrangements include a short list of clear, unambiguous oversubscription criteria and any detail needed to understand how the criteria will be met is included in the notes.

Admission authorities should avoid a proliferation of unnecessary criteria. For instance, a school which is routinely heavily oversubscribed with Catholic children is unlikely to require criteria which distinguishes between different types of non-Catholic children; you should however always remember to include as the final criterion “any other children” so as to avoid inadvertently excluding any applicant. It is recommended that oversubscription criteria are reviewed at regular intervals in order to determine whether each category is still required.

Schools should use the diocesan model admission policies, attached to this guidance at APPENDIX 1. Any variation to the model policy must first be agreed by the diocese.

RELIGIOUS CRITERIA: DIOCESAN BISHOP’S GUIDANCE

The religious authority for all Catholic schools is the diocesan bishop.

The Code provides at paragraph 1.38 that admission authorities of schools designated as having a religious character **must** have regard to guidance from the body or person representing the religion or religious denomination, when constructing faith based admission arrangements. It also requires the admission authority to consult that body or person when deciding how membership or practice of the faith is to be demonstrated.

In accordance with the Code therefore, the admission authority must consult with the diocesan bishop who is the religious authority for all Catholic schools, when deciding how membership or practice of the faith is to be demonstrated. In determining faith based oversubscription criteria, the admission authority should only use the methods and definitions agreed by their diocesan bishop and they must follow this guidance, unless it is contrary to the Code or the school can demonstrate that it has considered and engaged with the guidance and has a clear and proper reason to depart from it. Published admission arrangements must make clear how membership or practice is to be demonstrated in line with the guidance provided by the diocesan bishop.

HIGHEST PRIORITY FOR CATHOLICS

Catholic schools in the diocese are required by the diocesan bishop to give priority to Catholic children, as defined in this guidance, when determining admission criteria.

No exceptions will be permitted except where the diocesan bishop has issued a written dispensation.

Admission authorities must therefore ensure that none of their criteria could have the effect of giving non-Catholic children preference over those from Catholic families.

DEFINITION OF 'CATHOLIC' FOR THE PURPOSES OF ADMISSION CRITERIA

For the purposes of admission criteria, the term 'Catholic' means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes members of the Eastern Catholic Churches which are in full communion with the See of Rome. Members of these Churches have the full rights of any member of the Catholic Church and must not be discriminated against, either directly or indirectly.

In admission arrangements, the designation 'Catholic' is to be preferred to any other, and the term 'Roman Catholic' is not to be used.

Membership of a Catholic Church is gained in one of two ways.

(a) an unbaptised person becomes a Catholic by baptism in a Catholic Church. This is recorded in the Church's Baptismal Register.

(b) other baptised Christians become Catholics by being received into a Catholic Church. This is recorded in the Church's Register of Receptions or, exceptionally, in the Church's Baptismal Register.

Admission authorities should therefore require, and must accept, either of the following as evidence of membership of a Catholic Church:

- (a) a certificate of baptism from a Catholic Church, or
- (b) a certificate of reception into the Catholic Church.

Here the term 'certificate' means a certified copy of an entry in the appropriate register.

Since it is possible for parents to obtain duplicate certificates when required, it is reasonable for admission authorities to require the production of one of these documents to support an application for admission to the school, or, in exceptional circumstances, other documentary evidence acceptable to the admission authority.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised, e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not.

The diocesan model admission policies refer to situations where there may be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases contact should be made with the parish priest who, after consulting with CASO, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

‘CATHOLIC’ AS THE BASIC CATEGORY

Normally schools should use ‘Catholic’ as the basic first category, and this should be followed by other (e.g. geographical etc.) criteria, worked out with the diocese and other schools in the area so that there are no groups of the faithful who are effectively denied a Catholic education.

‘PRACTISING CATHOLIC’

For the purposes of admission criteria, a ‘practising Catholic’ is a baptised Catholic child with verification of Catholic Practice provided by the family’s parish priest or the priest in charge of the Church where the family practises in the form laid down by the Bishops’ Conference of England and Wales.

A higher test than ‘Catholic’ (i.e. that of ‘practising Catholic’) must not be used unless there is an absolute shortage of places in the locality.

Schools themselves must not make judgments on pastoral matters such as Catholic practice: it is the role of a priest to determine whether applicants meet the requirements of canon law sufficient for him to provide the verification of Catholic practice. The role of the admission authority is to devise and publish a policy and, subsequently, to apply that policy to all applicants, giving priority to those who have a verification of Catholic practice.

Schools **must not** use criteria related to the following or similar matters: financial contributions, registration in parishes, active participation of parents or pupils in parish, parish related or other Church activities, or service in Church ministry in any capacity. Such criteria may contravene the Code, since any such requirement exceeds what the diocesan bishop has set out in this guidance as the test of what is needed to demonstrate that a person is a practising Catholic.

Admission authorities **must not** request certificates, references or other information from priests about sacraments other than baptism. In particular, information may not be requested relating to First Confession or First Holy Communion. Criteria based on *worship* at a particular parish or church may **not** be used. Such criteria are unlawful under the Equality Act because they disproportionately discriminate against certain ethnic groups such as members of Eastern Catholic Churches or those who choose to worship at an ethnic chaplaincy.

CATECHUMENS AND MEMBERS OF OTHER EASTERN CHRISTIAN CHURCHES

Admission authorities may decide to make provision for two particular categories of persons whom the Church regards as having a particular and special status, namely **catechumens** and **members of other Eastern Christian Churches**.

Catechumens are persons who wish to be baptised and have been accepted into the Order of Catechumens by the appropriate liturgical rite; acceptance into the catechumenate is normally demonstrated by a certified copy of the entry in the Church’s Register of Catechumens. It is worth noting that a Catechumen is not generally a child waiting to be baptised unless that child has also been entered on the Register of Catechumens as this is a regulated status.

The **Eastern Christian Churches** (other than the Eastern Catholic Churches) include the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church;

membership of an Eastern Christian Church is normally demonstrated by a certificate of baptism or a certificate of reception from the authorities of that Church.

Where included, both of these categories should be given priority over all other non-Catholic applicants (except looked after and previously looked after children).

OTHER CHRISTIAN DENOMINATIONS AND OTHER FAITHS

Admissions legislation allows for priority to be given not only to those who are members of the school's own faith designation, but also to those of other faiths. **Where such criteria are adopted they must always rank below Catholic criteria and below looked after and previously looked after children.**

If a school is routinely heavily oversubscribed with Catholic children it will not require criteria which distinguish between different types of non-Catholic children.

Admission authorities are advised to check with the diocese in cases of doubt as to whether a Christian denomination or faith meets the requirements of the definition contained within a school's admission arrangements.

OTHER OVERSUBSCRIPTION CRITERIA

In the event that the admission authority wishes to include any other criteria which are not faith based, for example to allow priority for children of staff at the school, they should always consult the diocese. This will help them to ensure that they are complying with the requirements of their bishop and, in particular, with their over-riding duty to offer places to Catholics first.

PROHIBITED PRACTICES

In setting oversubscription criteria admissions authorities must not give priority according to:

- the order of schools named as preferences, including 'first preference first';
- practical or financial support parents may give to the school or associated organisation, e.g. church or parish. The 2021 Code makes an exception where parents pay optional nursery fees to the school or school-owned subsidiary which runs the nursery, for additional hours on top of their 15-hour funded early education, where children from the nursery are given priority for admission to Reception;
- occupational, financial, marital or educational status of parents In the Admissions Code the exceptions to this are children of staff at the school and those eligible for the early years pupil premium, the pupil premium and the service premium who may be prioritised in the arrangements;
- any previous schools attended unless a named feeder school;
- reports from previous schools about a child's past behaviour, attendance, attitude, or achievement or that of any other children in the family.

In addition, admissions authorities must not:

- name fee-paying independent schools as feeder schools;
- interview children or parents. In the case of sixth form applications, a meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting cannot form part of the decision making process on whether to offer a place.
- request financial contributions;
- request photographs of a child;
- discriminate against or disadvantage disabled children, those with special educational needs, or those applying for admission outside their normal age group where an admission authority has agreed to this under paragraphs 2.17 to 2.17B of the new code (e.g. summer born children).

DIOCESAN MODEL ADMISSION POLICIES

The diocesan model policies have been carefully drafted to help schools comply with admissions legislation, including the Code, and schools are expected to use them. This will minimise the risk of schools producing policies which are non-Code compliant. It also aims to ensure that admission authorities continue to give priority to Catholic children.

Use of the diocesan model policies will also afford a level of consistency across Catholic schools in the diocese, which in turn will provide a level of strength in upholding the Catholic requirements and mean that parents should have a clearer understanding of how their children may gain admission to their local Catholic schools.

STATEMENTS OF SUPPORT FOR THE SCHOOL'S AIMS AND ETHOS

Admission authorities **must not** give priority in their oversubscription criteria to applicants who indicate that they are willing to give support to the aims and ethos of the school or include any statement to this effect on the Supplementary Information Form.

It is however important for both the Catholic character, and the school's aims and ethos, to be clear so that parents understand what is expected of them and their children, once the child is a pupil. This will enable them to be in a position to make an informed choice as to whether the school is a suitable one for their child. The diocese expects admission authorities to include a factual statement about the school's aims and ethos in the preamble to the policy and such a statement is included in the diocesan model policies.

PUBLISHED ADMISSION NUMBERS

Admission authorities are required to set an admission number for each 'relevant age group' i.e. the age group at which pupils are, or will normally be, admitted. For primary schools this is likely to be reception, but there may be other entry points, and if so the admission number for that age group must also be specified in the policy.

Secondary schools are likely to have entry points at year 7 and year 12. These entry points are included in the model policy but, should there be any other points of entry, the admission number for this age group must also be specified.

SUPPLEMENTARY INFORMATION FORM

Where admission authorities require information over and above the information on their local authority Common Application Form (CAF), they are permitted to provide Supplementary Information Forms (SIF). Model SIFs are included with the model admission policies.

The SIF may only request information that has a direct bearing on decisions about oversubscription criteria or for the purposes of selection by aptitude. It must not request information that is already included on the local authority CAF. A small amount of information is requested on the model SIF to ensure that the SIF can be matched to the correct CAF.

The SIF should contain a date, normally the same as the closing date for applications, when the SIF, together with supporting documentation is to be returned to the school. There may be locally agreed exceptions, for example, when the SIF and documentation are returned to the local authority, for a date later than the closing date.

‘LOOKED AFTER’ AND ‘PREVIOUSLY LOOKED AFTER CHILDREN’

Highest priority must be given to ‘looked after children’ and ‘previously looked after children’. Admission authorities should refer to para. 1.7 of the Code and the relevant footnotes, which set out the definition of these terms. Admission authorities should also note the inclusion of children who appear (to the admission authority) to have been in state care outside of England.

In most dioceses Catholic schools are legally required to give priority to Catholic children. The law permits Catholic schools to differentiate between Catholic and non-Catholic ‘looked after’ and ‘previously looked after children’. They must give the highest priority to Catholic ‘looked after’ and ‘previously looked after children’ above other Catholic children. They must also give priority to non-Catholic ‘looked after’ and ‘previously looked after’ children above other non-Catholic children.

RESIDENCE IN PARISHES OR DEANERIES

Admission authorities may give higher or lower priority to children from particular parishes or deaneries (effectively a ‘catchment area’) but, if so, these parishes or deaneries must be named in the oversubscription criteria. Care must be taken not to appear to guarantee a place to a resident of a catchment area/parish/pastoral area.

Such a criterion may be particularly appropriate when taking account of alternative Catholic schools available to parents. The selection of the area covered by the parishes or pastoral areas must be reasonable. To ensure this the admission authority must consult the diocese, which will be able to advise the admission authority about how the selection of the parishes or pastoral areas fits with the admission arrangements of other Catholic schools in the area. It is

recommended that any residence requirements are reviewed periodically in order to ensure that they are still relevant, and that records are kept (and retained in accordance with the appropriate retention period) of the reasons for decisions made in case they are ever subject to challenge.

Where geographical areas such as parishes or pastoral areas are used, a map showing the boundaries of any such parishes or deaneries should be provided with the admission arrangements. This enables the criteria to make it clear that, if there is any dispute as to the identity of the boundary, the map given to parents at the time will prevail.

Schools which serve more than one parish or deanery may wish to ensure that children from the more distant areas of the parishes or deaneries served are not disadvantaged. There are two widely used strategies to accommodate this difficulty.

The first is that places may be offered as priority to children from a named parish or deanery for whom this is the nearest Catholic school. This potentially displaces children who live nearby but for whom there are nearer alternatives, thereby releasing places for children at a distance for whom there is no alternative.

The second option is setting 'quotas' for children in named parishes. The policy would need to be explicit about the number of places available and alert parents to the possibility of not securing a place. The procedures for offering places where the quota is exceeded should be clear and applicants should have the opportunity of being considered for any places remaining within the overall total, on an equal basis with other applicants.

Any admission authority contemplating using either option must work closely with the diocese and other local Catholic schools. This will ensure that the criteria fit well with those of other local schools and that no group of Catholics is disadvantaged by the system.

FEEDER PRIMARY SCHOOLS

Attendance at one or more Catholic feeder primary schools is a legitimate criterion. However, in areas where the demand for Catholic primary education exceeds the supply of places, care must be taken not to disadvantage Catholic children who have not been able to obtain a place in a Catholic primary school.

The selection of feeder schools must be made on reasonable grounds. To ensure this, admission authorities must consult the diocese, which will be able to advise them about how the selection of the feeder schools fits with the admission arrangements of other Catholic schools in the area. In this way, admission authorities should be able to demonstrate that the selection is reasonable and avoid the inadvertent disadvantage of Catholic children not attending the feeder schools. It is recommended that feeder school criteria are reviewed periodically and that appropriate records are kept, (and retained in accordance with the school's retention policy), of the rationale for identifying specific schools in case the decision to include a feeder school or change a feeder school policy is challenged.

It should be noted that it is not reasonable for a secondary school in a Catholic Academy Trust to list as feeder schools all primary schools in the same Catholic Academy Trust. The feeder school

status provided to each school would need to be considered separately and determined to be reasonable.

SIBLINGS

Priority for siblings helps bond links between the school and families. It also provides a degree of domestic convenience for parents. However, schools must not operate a 'siblings first' policy where the effect is to admit a non-Catholic sibling but thereby deny a place to a Catholic child who may be the first or only child from a Catholic family. For this reason, the diocesan model policy allows for priority to be given to siblings who will be placed at the top of the criterion under which the application has been made, if that particular criterion is oversubscribed.

It is important to use the definition of brother and sister in the diocesan model policy, it is not restrictive and aims to give flexibility to enable decisions to be made in the best interests of children regardless of their family circumstances.

HOME ADDRESS

The diocesan model policy provides that the home address of the child is the address listed on the local authority's common application form. This enables parents to provide the most appropriate address for the child and ensures that arbitrary measures relating to the amount of time a child spends at a particular home are not taken into account. The definition in the diocesan model policy aims to give flexibility to enable decisions to be made in the best interests of children regardless of their family circumstances.

APPENDIX 1 Catholic Churches

This table lists all Catholic churches and the Traditions from which they come, as well as giving an indication of the major non-Catholic churches to which they are related. This does not attempt to be an exhaustive list in relation to the non-Catholic churches. In both cases an attempt has been made to show (in brackets) some alternative names by which the same Church is known.

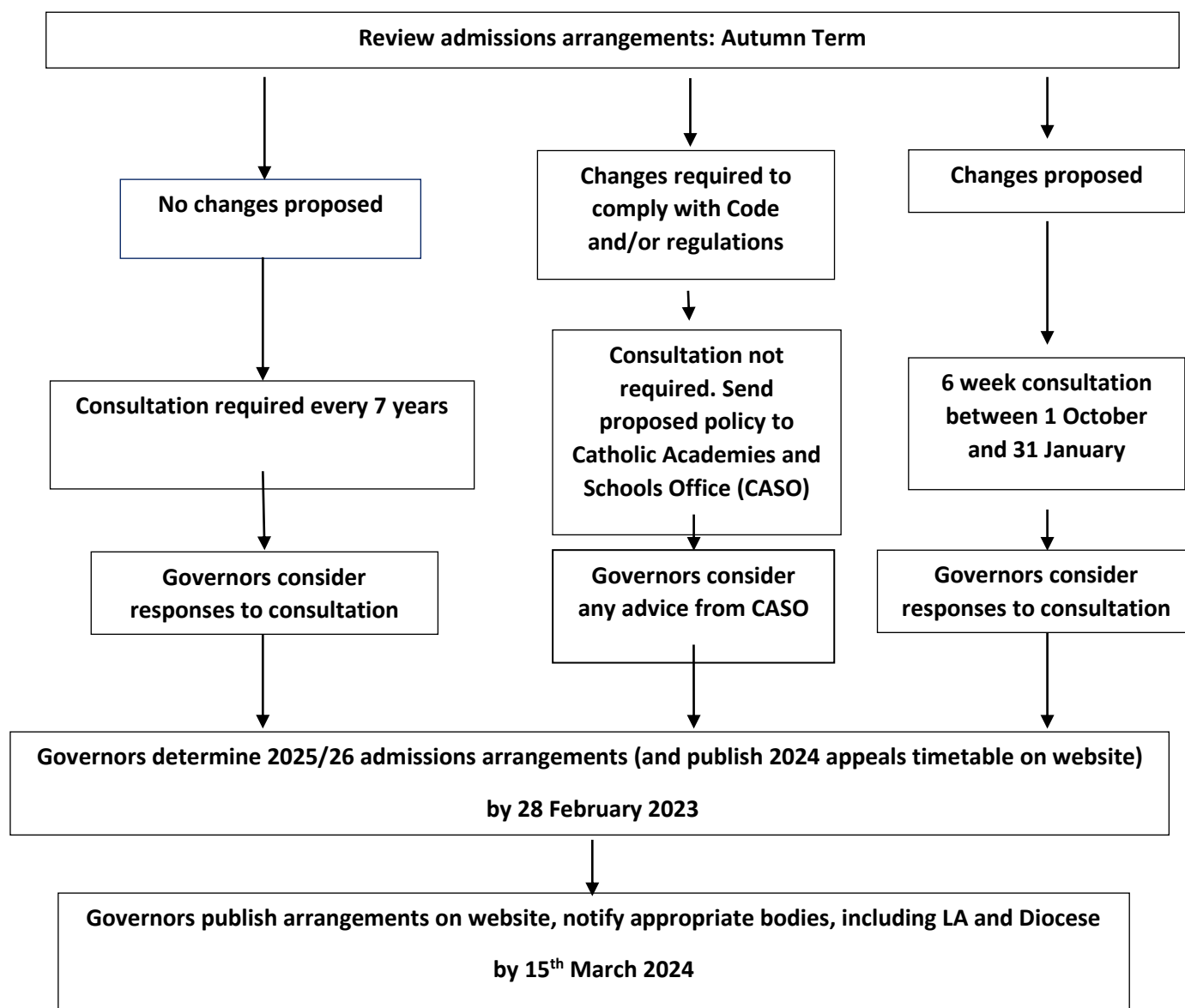
Traditions	Catholic Churches in full communion with the See of Rome	Eastern Christian Churches not in full communion with the See of Rome (Non-Catholic churches)
Western (Roman)	Latin Catholic Church	Church of South India (CSI) (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church	Coptic Orthodox Church
	Ethiopian Catholic Church ('Gheez rite')	Ethiopian Orthodox Church
	Eritrean Catholic Church ¹⁵	Eritrean Orthodox Church
Antiochean (West Syrian)	Syrian Catholic Church	Syrian Orthodox Church
	(Syro-)Maronite Catholic Church	None
	Syro-Malankar Catholic Church	Malankara Orthodox Syrian Church St Thomas Christians: Indian Orthodox Church; Orthodox Syrian (Jacobite) Church; Mar Thoma Syrian Church; Malabar Independent Syrian Church of Thozhiyoor; Church of South India (CSI) (St Thomas Christians)
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic Church	Assyrian Church of the East
	Syro-Malabar Catholic Church	St Thomas Christians: Syrian Malabarese Church; Syro-Chaldean Church
Constantinopolitan (Byzantine)	Albanian (Byzantine) Catholic Church	Albanian Orthodox Church
	Belarussian Catholic Church	Belarussian Orthodox Church
	Bulgarian (Byzantine) Catholic Church	Bulgarian Orthodox Church
	Georgian Catholic Church	Georgian Orthodox Church
	Greek (Hellenic) Catholic Church	Greek Orthodox Church (Greek speaking); Cypriot Orthodox Church
	Greek-Melkite Catholic Church	Greek Orthodox Church (Arabic speaking)
	Hungarian (Byzantine) Catholic Church	Hungarian Orthodox Church
	Italo-Albanian (Byzantine) Catholic Church	None
	Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia)	Serbian Orthodox Church
	Macedonian Catholic Church	Macedonian Orthodox Church
	Romanian (Greek) Catholic Church	Romanian Orthodox Church
	Russian Catholic Church	Russian Orthodox Church
	Ruthenian (Byzantine) Catholic Church	Ruthenian Orthodox Church;

¹⁵ Created *sui iuris* 19th January 2015.

		Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church
	Slovak (Greek) Catholic Church	Slovak Orthodox Church; Orthodox Church in America (OCA); American Carpatho-Rusyn Orthodox Church
	Ukrainian (Greek) Catholic Church	Ukrainian Orthodox Church; Orthodox Church in America (OCA)

APPENDIX 2

Flowchart for Reviewing Admission Arrangements



APPENDIX 3

Checklist and Timetable for Governing Bodies for Admission Arrangements for 2025-26

ACTION		TIMESCALE	WHO	
			Governing bodies proposing a changed policy	ALL governing bodies
1	Review current policy and if appropriate draw up proposed policy for consultation. Where higher Published Admission Number (PAN) is being considered, discuss with Catholic Academies and Schools Office. Trustees approval will be required. * See note below	Autumn 2023		✓
2	Send proposed arrangements (does not include proposals for higher PAN) out for consultation to the Catholic Academies and Schools Office, home local authority (LA), other LAs if they are in the relevant area, other admissions authorities, nursery and early years providers within the relevant area. In order to fulfil the statutory consultation requirements, the very latest date by which admissions authorities must start their consultation is 20 th December 2023.	For period of 6 weeks between 1st October 2023 and 31 st January 2024	✓	
3	Put proposed arrangements for consultation on school website.	As for 2	✓	
4	Publish notices in school newsletter and parish(es) newsletters alerting the local community to the consultation, where to obtain copies of the arrangements and where to send replies.	As for 2	✓	
5	Send similar notice to any significant ethnic communities in their home language where appropriate.	As for 2	✓	
6	Consider responses received to the consultation.	Jan - February 2024	✓	
7	Determine admissions arrangements for 2025-2026, even if no consultation had to take place. Publish arrangements on school website (including SIF , maps etc) for whole of offer year Publish 2024 Summer Appeals timetable on website	By 28 th February 2023		✓

8	Notify those consulted of determined arrangements.	By 15 th March 2024	✓	
9	Send copy of full determined arrangements to Diocese and LA. The school should check the LA website to double check that the details for their school are correct.	By 15 th March 2024		✓
10	Where a higher Published Admission Number (PAN) has been determined, admission authority must notify the LA and make specific reference to the change on their website.	By 15 th March 2024	✓	
11	The LA must publish on their website where the arrangements for schools can be viewed. The school should check on the LA website that the details for their school are correct.	By 15 th March 2024		✓
12	Any objections to the arrangements must be made to the Schools Adjudicator.	By 15 th May 2023		
13	Deadline for admission authorities to inform the LA whether they intend to be part of the LA's in-year co-ordination scheme and provide all information to the LA that the LA is required to publish on its website in relation to how in-year applications can be made from September onwards.	By 1 August 2024		✓
13	Provide all information the LA needs to compile composite prospectus.	By 8 th August 2024 or date agreed by LA		✓
14	LA must publish composite prospectus for 2025/26, containing the school's admission arrangements and SIF.	By 12 th September 2024		

Note: * where an increase in PAN requires physical expansion, school organisation regulations must be followed. Physical expansion will require the approval of the Trustees and may require full consultation and the publication of statutory notices.

APPENDIX 4

On the following pages you will find model admission policies with their accompanying supplementary information form. Schools should select the one that most closely fits their local circumstances and amend it accordingly to take account of any particular local arrangements.

Highlighted sections are where schools need to make a decision or include reference to local arrangements.

Wording in red shows where changes have been made since the last guidance.

Model Policy One - Primary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area.

Model Policy Two - Primary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families.

Model Policy Three - Secondary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

Model Policy Four - Secondary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

Advice is always available from the Catholic Academies and Schools Office if governors are unsure where they need to amend the model policy or none of the model policies are sufficiently similar to their local circumstances.

Model Policy One – Admission Policy and accompanying Supplementary Information Form

Primary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area.

Replace with
school logo

[Insert Name] CATHOLIC PRIMARY SCHOOL

[Insert Address]



Catholic Diocese of Portsmouth

ADMISSION POLICY [Insert year]

[Insert name] 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] ¹⁶[Catholic Academy Trust]¹⁷ as part of the Catholic Church in accordance with its trust deed and [instrument of government]¹⁸ [articles of association]¹⁹, 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 [governing body] ²⁰[Catholic Academy Trust] ²¹is 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 round²². The admission authority has set its Published Admission Number ('PAN') at [xx] pupils to be admitted to the Reception year group in the school year which begins in September 20[xx].

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

¹⁶ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

¹⁷ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

¹⁸ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy

¹⁹ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school

²⁰ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

²¹ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

²² This is for admission to the school at the start of the school year in September and not for applications made in-year

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 children who are resident in the parish(es) of [name]. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Members of an Eastern Christian Church. (see note 4)²³
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
8. Any other children.

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).

Tie Break²⁴

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition]**²⁵. 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 round²⁶, you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the **Supplementary Information Form** 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 [person, address] by [closing date].

²³ Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches. If you delete this category please remember to adjust the numbering.

²⁴ This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

²⁵ Please delete/amend words in square brackets as appropriate.

²⁶ This is for admission to the school at the start of the school year in September and not for applications made in-year.

For in-year applications the Supplementary Information Form should be returned to [person, address] with the application form or within 7 days of receipt of this form.

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, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5 to 7, and this may 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 [202X]

[Late Applications]²⁷

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

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 until 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 is gifted and talented 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 **[insert name of person and address to which the request should be made]** at the same time as the admission application is made. The admission authority 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 admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

²⁷ This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.

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 20XX²⁸ 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 normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting [insert name and address]. [insert link to school website]²⁹

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

[Nursery]³⁰

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.]

The admission authority 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.

Notes (these notes form part of the oversubscription criteria)

1. 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 an 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 admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

²⁸ Enter the year following the start of the admission year, e.g. if policy is for 2024/25 then enter 31 July 2025

²⁹ This paragraph will need to be amended if a decision is made for in-year admissions to be co-ordinated by the local authority.

³⁰ This section should be deleted where the school does not have a nursery.

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. 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. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.³¹
5. "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 Saviour 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.

6. "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.

7. 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.
8. 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.
9. For the purposes of this policy, parish boundaries are as set out on the school website [insert website address]. A paper copy is available on request.
10. 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.

³¹ Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches

Replace with
school logo

[Insert Name] CATHOLIC PRIMARY SCHOOL
[Insert Address]



SUPPLEMENTARY INFORMATION FORM

Catholic Diocese of Portsmouth

20__/20__

If you are expressing a preference for a place for your child at [insert name of school/academy] in [Insert local authority area] **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 15th January 202X.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Email: _____

Please read the relevant school/academy Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic (<i>see note 1</i>)	☐	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
2. Member of an Eastern Christian Church (<i>see note 2</i>) ³²	☐	A certificate of baptism or reception into the Eastern Christian Church.
3. Member of other Christian denomination (<i>see note 3</i>)	☐	Letter confirming membership of a Christian denomination. (<i>see note 3</i>)
4. Member of other faith (<i>see note 3</i>)	☐	Letter confirming membership of another faith. (<i>see note 3</i>)

Catholic Parish in which your child lives:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

- Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

³² Remove if not an oversubscription criterion

- The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
- We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy's fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

2. Evidence of Membership of an Eastern Christian Church³³

If application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

3. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy, alternatively the evidence may be signed electronically and emailed direct to the school/academy from the minister/faith leader's or church's email account.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- A certificate of baptism or reception into the Eastern Christian Church (where applicable)³⁴
- Evidence confirming membership of a Christian denomination or other faith (where applicable) and signed by the appropriate minister or faith leader.
- Have you completed and returned your local authority's Common Application Form?

³³ Remove if not an oversubscription criterion

³⁴ Remove if not an oversubscription criterion

Model Policy Two – Admission Policy and accompanying Supplementary Information Form

Primary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families.

Replace with
school logo

[Insert Name] CATHOLIC PRIMARY SCHOOL

[Insert Address]



Catholic Diocese of Portsmouth

ADMISSION POLICY [Insert year]

[Insert name] 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 always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its [governing body]³⁵ [Catholic Academy Trust]³⁶ as part of the Catholic Church in accordance with its trust deed and [instrument of government]³⁷ [articles of association]³⁸, 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 [governing body]³⁹ [Catholic Academy Trust]⁴⁰ 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 round⁴¹. The admission authority has set its Published Admission Number ('PAN') at [xx] pupils to the Reception year group in the school year which begins in September, 20[xx].

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

³⁵ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

³⁶ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

³⁷ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

³⁸ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

³⁹ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

⁴⁰ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

⁴¹ This is for admission to the school at the start of the school year in September and not for applications made in-year.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children of regularly practising Catholic families who are resident in the parish(es) of [name(s)]. (see notes 3,4&10)
3. Catholic children of occasionally practising Catholic families who are resident in the parish(es) of [name(s)]. (see notes 3,4&10)
4. Other Catholic children of regularly practising Catholic families. (see notes 3&4)
5. Other Catholic children of occasionally practising Catholic families. (see notes 3&4)
6. Other Catholic children. (see note 3)
7. Other looked after and previously looked after children. (see note 2)
8. Members of an Eastern Christian Church. (see note 5)⁴²
9. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
10. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
11. Any other children.

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

Tie Break⁴³

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition]**⁴⁴. 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 round⁴⁵, you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 6 and 8 to 10. The Supplementary Information Form should be returned to **[person, address]** by **[closing date]**.

⁴² Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches. If you delete this category please remember to adjust the numbering.

⁴³ This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

⁴⁴ Please delete words in square brackets as appropriate.

⁴⁵ This is for admission to the school at the start of the school year in September and not for applications made in-year.

For in-year applications the Supplementary Information Form should be returned to [person, address] with the application form or within 7 days of receipt of this form.

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, together with all supporting documentation, your child may not be placed in criteria 2 to 6 or 8 to 10, and this may 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 [202X]

[Late Applications⁴⁶

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

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 until 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 is gifted and talented 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 **[insert name of person and address to which the request should be made]** at the same time as the admission application is made. The admission authority 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 headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

⁴⁶ This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for the co-ordination of admissions.

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 20XX⁴⁷ 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 [insert name and address]. [link to school website]⁴⁸

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

[Nursery]⁴⁹

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.]

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

Notes (these notes form part of the oversubscription criteria)

1. 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

⁴⁷ Enter the year following the start of the admission year, e.g. if policy is for 2024/25 then enter 31 July 2025

⁴⁸ This paragraph will need to be amended if a decision is made for in-year admissions to be co-ordinated by the local authority.

⁴⁹ This section should be deleted where the school does not have a nursery.

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 admission authority) 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 living with 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. 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. For the purpose of this policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

Regular: attendance at Sunday (or Saturday evening) Mass weekly

Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

Priority will be given to applications in the above order.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "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 Saviour 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 CYTUN 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.

7. "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.

8. Siblings (brother or sister) includes:
 - (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and 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.
9. 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.
10. For the purposes of this policy, parish boundaries are as set out on the school website [insert website address]. A paper copy is available on request.
11. 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.

Replace with
school logo

[Insert Name] CATHOLIC PRIMARY SCHOOL

[Insert Address]



Catholic Diocese of Portsmouth

SUPPLEMENTARY INFORMATION FORM

20__/20__

If you are expressing a preference for a place for your child at **[insert name of school/academy]** in **[insert local authority area]** and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 15th January 202X.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Email: _____

Please read the relevant school/academy Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence
1. Catholic child of practising Catholic family. (see notes 1&2) Regular practice ☐ Occasional practice ☐		- A certificate of baptism or certificate of reception into the full communion of the Catholic Church and - Countersignature below by parish priest certifying regularity of practice. (see note 2)

For completion by parish priest who can verify practice of applicant:	
Name: Parish: I confirm, to the best of my knowledge, the above statement to be a true reflection of the applicant's Catholic practice as described in the school admission policy. (Signature of Parish Priest)	PARISH SEAL

2. Catholic (see note 1)	☐	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
3. Member of an Eastern Christian Church (see note 3)⁵⁰	☐	A certificate of baptism or reception into the Eastern Christian Church.
4. Member of other Christian denomination (see note 4)	☐	Letter confirming membership of a Christian denomination. (see note 4)
5. Member of other faith (see note 4)	☐	Letter confirming membership of another faith. (see note 4)

Catholic parish in which your child lives:
--

⁵⁰ Remove if not an oversubscription criterion

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

- Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
- We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school’s/academy’s enrolment system, and the data will be retained and processed on the basis of the school’s/academy’s fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school’s/academy’s data retention policy.
- To read about your individual rights you can refer to the school’s fair processing notice and data protection policies.

- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed..... Date.....

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

2. Evidence of Catholic Practice

If application is being made for a place at the school/academy for a Catholic child from a practising Catholic family the applicant is required to indicate how frequently they attend Sunday Mass.

For the purpose of the admission policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

Regular: attendance at Sunday (or Saturday evening) Mass weekly

Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

This then needs to be countersigned by the family's parish priest, or the priest in charge of the church where the family practises. Where it is not possible for the priest to physically sign the form an email confirming the applicant's attendance may be signed electronically and emailed direct to the school from the priest's or church's email account.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

3. Evidence of Membership of an Eastern Christian Church⁵¹

If application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

4. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy alternatively the evidence may be signed electronically and emailed direct to the school/academy from the minister/faith leader's or church's email account.

Checklist:

Have you?

- Enclosed a copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Arranged for your parish priest to countersign your statement regarding regularity of practice (where applicable)
- Enclosed a certificate of baptism or reception into the Eastern Christian Church (where applicable)⁵²
- Enclosed evidence confirming membership of a Christian denomination or other faith (where applicable) signed by the appropriate minister or faith leader.
- Completed and returned your local authority's Common Application Form?

⁵¹ Remove if not an oversubscription criterion

⁵² Remove if not an oversubscription criterion

Model Policy Three – Admission Policy and accompanying Supplementary Information Form

Secondary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

Replace with
school logo

[Insert Name] CATHOLIC SECONDARY SCHOOL

[Insert Address]



Catholic Diocese of Portsmouth

ADMISSION POLICY [Insert year]

[Insert name] Catholic Secondary 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] ⁵³ [Catholic Academy Trust] ⁵⁴ as part of the Catholic Church in accordance with its trust deed and [instrument of government] ⁵⁵ [articles of association] ⁵⁶, 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 [governing body] ⁵⁷ [Catholic Academy Trust] ⁵⁸ 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 ⁵⁹. The admission authority has set its Published Admission Number ('PAN') at [xx] pupils to year 7 in the school year which begins in September, 20[xx].

The admission authority 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 "PAN".

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

⁵³ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

⁵⁴ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

⁵⁵ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

⁵⁶ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

⁵⁷ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

⁵⁸ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

⁵⁹ This is for admission to the school at the start of the school year in September and not for applications made in-year.

Oversubscription Criteria

At any time 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 children who attend a feeder Catholic primary school, namely [names of feeder schools]. (see notes 3&4)
3. Catholic children who are resident in the parish(es) of [name]. (see notes 3&12)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens (see note 5)
7. Members of an Eastern Christian Church. (see note 6)⁶⁰
8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 7)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 8)
10. Any other children.

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 9).

Tie Break⁶¹

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition]**⁶². 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 round⁶³, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete

⁶⁰ Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches. If you delete this category please remember to adjust the numbering.

⁶¹ This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

⁶² Please delete words in square brackets as appropriate.

⁶³ This is for admission to the school at the start of the school year in September and not for applications made in-year.

the **Supplementary Information Form** attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 9. The Supplementary Information Form should be returned to [person, address] by [closing date].

For in-year applications the Supplementary Information Form should be returned to [person, address] with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on 1st March 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, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 9, and this may 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 31st October [202X].

[Late Applications]⁶⁴

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

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 is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to **[insert name of person and address to which the request should be made]** at the same time as the admission application is made. The admission authority 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 admission authority 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 20XX⁶⁵ 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

⁶⁴ This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.

⁶⁵ Enter the year following the start of the admission year, e.g. if policy is for 2024/25 then enter 31 July 2025

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 [insert name and address]. [insert link to school website]⁶⁶

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number.

The admission authority 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.

Notes (these notes form part of the oversubscription criteria)

1. 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 an 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 admission authority) 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 living with 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. 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. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose

⁶⁶ This paragraph will need to be amended if a decision is made for in-year admissions to be co-ordinated by the local authority.

application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.

5. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "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 Saviour 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.

8. "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.

9. Siblings (brother or sister) includes:
 - (iii) 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
 - (iv) 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.
10. 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.
11. For the purposes of this policy, parish boundaries are as set out on the school website [insert precise website address]. A paper copy is available on request.
12. 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.

Replace with
school logo

[Insert Name] CATHOLIC SECONDARY SCHOOL

[Insert Address]



Catholic Diocese of Portsmouth

SUPPLEMENTARY INFORMATION FORM

20__/20__

If you are expressing a preference for a place for your child at [insert name of school/academy] in [insert local authority area] and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 31st October, 20XX.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child:

Address of child:

Parent/Carer Details

Parent/Carer Name:

Parent/Carer Email:

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic (<i>see note 1</i>)	☐	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
2. Catechumen (<i>see note 2</i>)	☐	A certificate of reception into the order of catechumens.
3. Member of an Eastern Christian Church (<i>see note 3</i>)	☐	A certificate of baptism or reception into the Eastern Christian Church.
4. Member of other Christian denomination (<i>see note 4</i>)	☐	Letter confirming membership of a Christian denomination. (<i>see note 4</i>)
5. Member of other faith (<i>see note 4</i>)	☐	Letter confirming membership of another faith. (<i>see note 4</i>)

Catholic Parish in which your child lives:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

- Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].

- We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy's fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the

full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. Evidence for Catechumens

If application is being made for a place at the school/academy for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school/academy.

3. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

4. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school, alternatively the evidence may be signed electronically and emailed direct to the school/academy from the minister/faith leader's or church's email account.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- A certificate of baptism or reception into the Eastern Christian Church (where applicable)
- Evidence confirming membership of a Christian denomination or other faith (where applicable) signed by the appropriate minister of religion or faith leader.
- Have you completed and returned your local authority's Common Application Form?

Model Policy Four – Admission Policy and accompanying Supplementary Information Form

Secondary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

Replace with
school logo

[Insert Name] CATHOLIC SECONDARY SCHOOL

[Insert Address]



Catholic Diocese of Portsmouth

ADMISSION POLICY [Insert year]

[Insert name] Catholic Secondary 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]⁶⁷ [Catholic Academy Trust]⁶⁸ as part of the Catholic Church in accordance with its trust deed and [instrument of government]⁶⁹ [articles of association]⁷⁰, 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 these admission arrangements.

The [governing body]⁷¹ [Catholic Academy Trust]⁷² 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 round⁷³. The admission authority has set its Published Admission Number ("PAN") at [xx] pupils to year 7 in the school year which begins in September, 20[xx].

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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

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

⁶⁷ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

⁶⁸ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

⁶⁹ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

⁷⁰ Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

⁷¹ Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy.

⁷² Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school.

⁷³ This is for admission to the school at the start of the school year in September and not for applications made in-year

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children of regularly practising Catholic families. (see notes 3&4)
3. Catholic children of occasionally practising Catholic families. (see notes 3&4)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens (see note 6)
7. Members of an Eastern Christian Church. (see note 7)⁷⁴
8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 8)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 9)
10. Any other children.

Within each of the categories listed above, the following provision will be applied.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 10).
- (ii) Children who attend a feeder Catholic primary school, namely [names of feeder schools] will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 5) after children in (i) above.
- (iii) Children who are resident in the parish(es) of [name] (see note 13) will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above.

Tie Break⁷⁵

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition]**⁷⁶. 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 round⁷⁷, you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to

⁷⁴ Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches. If you delete this category please remember to adjust the numbering.

⁷⁵ This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

⁷⁶ Please delete words in square brackets as appropriate.

⁷⁷ This is for admission to the school at the start of the school year in September and not for applications made in-year.

complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 9. The Supplementary Information Form should be returned to [person, address] by [closing date].

For in-year applications the Supplementary Information Form should be returned to [person, address] with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on 1st March 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, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 9, and this may 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 31st October [202X].

[Late Applications]⁷⁸

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

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 is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to **[insert name of person and address to which the request should be made]** at the same time as the admission application is made. The admission authority 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 admission authority 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 20XX⁷⁹ 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

⁷⁸ This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.

⁷⁹ Enter the year following the start of the admission year, e.g. if policy is for 2024/25 then enter 31 July 2025

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 [insert name and address]. [insert link to school website]⁸⁰

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number.

The admission authority 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.

Notes (these notes form part of the oversubscription criteria)

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 an application to the school. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 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 admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
4. '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 living with 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. Those who have difficulty obtaining written evidence of baptism should contact their parish

⁸⁰ This paragraph will need to be amended if a decision is made for in-year admissions to be co-ordinated by the local authority.

priest who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

5. For the purpose of this policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

Regular: attendance at Sunday (or Saturday evening) Mass weekly

Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

Priority will be given to applications in the above order.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

6. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
7. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
8. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
9. "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 Saviour 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 CYTUN 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.

10. "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.

11. 'siblings' (brother or sister) includes:
 - (v) 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

- (vi) 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.
12. 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.
 13. For the purposes of this policy, parish boundaries are as set out on the school website [insert precise website address]. A paper copy is available on request.
 14. 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.

Replace with
school logo

[Insert Name] CATHOLIC SECONDARY SCHOOL

[Insert Address]



Catholic Diocese of Portsmouth

SUPPLEMENTARY INFORMATION FORM

20__/20__

If you are expressing a preference for a place for your child at [insert name of school/academy] in [Insert local authority area] **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 31st October 20XX.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child:

Address of child:

Parent/Carer Details

Parent/Carer Name:

Parent/Carer Email:

Please read the relevant school/academy Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence
1. Catholic child of practising Catholic family. <i>(see notes 1&2)</i>		A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
Regular practice Occasional practice	☐ ☐	Countersignature below by parish priest certifying regularity of practice. <i>(see note 2)</i>

For completion by parish priest who can verify practice of applicant:	
Name: Parish: I confirm, to the best of my knowledge, the above statement to be a true reflection of the applicant's Catholic practice as described in the school admission policy. (Signature of Parish Priest)	PARISH SEAL

2. Catholic <i>(see note 1)</i>	☐	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
3. Catechumen <i>(see note 3)</i>	☐	A certificate of reception into the order of catechumens.
3. Member of an Eastern Christian Church <i>(see note 4)</i>	☐	A certificate of baptism or reception into the Eastern Christian Church.
4. Member of other Christian denomination <i>(see note 5)</i>	☐	Evidence confirming membership of another Christian denomination. <i>(see note 5)</i>
5. Member of other faith <i>(see note 5)</i>	☐	Evidence confirming membership of another faith. <i>(see note 5)</i>

Catholic parish in which your child lives:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

- Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
- We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school’s/academy’s enrolment system, and the data will be retained and processed on the basis of the school’s/academy’s fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school’s/academy’s data retention policy.

- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. Evidence of Catholic Practice

If application is being made for a place at the school/academy for a Catholic child from a practising Catholic family the applicant is required to indicate how frequently the named child attend Sunday Mass.

For the purpose of the admission policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

Regular: attendance at Sunday (or Saturday evening) Mass weekly

Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

This then needs to be countersigned by the family's parish priest, or the priest in charge of the church where the family practises. Where it is not possible for the priest to physically sign the form an email from the priest confirming the applicant's attendance may be signed electronically and emailed direct to the school/academy from the priest's or church's official email account.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

3. Evidence for Catechumens

If an application is being made for a place at the school/academy for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school/academy.

4. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

5. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy alternatively the letter may be signed electronically and emailed direct to the school/academy from the minister/faith leader's or church's official email account.

Checklist:

Have you?

- Enclosed a copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Arranged for your parish priest to countersign your statement regarding regularity of practice (where applicable)
- Enclosed a certificate of baptism or reception into the Eastern Christian Church (where applicable)
- Enclosed evidence confirming membership of a Christian denomination or other faith (where applicable) signed by the appropriate minister of religion or faith leader.
- Completed and returned your local authority's Common Application Form.