
	<p style="text-align: center;">St Andrew's Catholic Primary School</p> <p style="text-align: center;">Admission Arrangements for the academic year 2025/2026</p>	
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Children can be admitted in the September after they turn 3 years old. We admit children at the beginning of September.

We try our best to meet parents' request, however sometimes there may be more applications for the intake than there are places. If this happens we will use the oversubscription criteria to decide who is offered a place.

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see note 2 below) living within the Catchment area (see note 6 below and Appendix 3) who have a brother or sister (see note 4 below) attending St Andrew's Catholic Primary School at the time of admission
3. Baptised Catholic children (see note 2 below) living within the Catchment area (see note 6 below and Appendix 3)
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister in the school at the time of admission (see Note 4 below)
5. Other Baptised Catholic children (see Note 2 below) living within the parish of St Thomas More but outside the catchment area (see Note 6 below and Appendix 3)
6. Other Baptised Catholic children (see Note 2 below)
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister in the school at the time of admission (see Note 4 below)
9. Non-Catholic children

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information

required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the 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 and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Note 5

Distances are measured in a straight line from home to school by Solihull local authority's admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Local Governing Body, will use a computerised system to randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

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 Local Authority's Common Application Form.

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 provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Note 6

The catchment area for St Andrew's Catholic Primary School is located within the parish of St Thomas More and is identified by the solid black line on Appendix 3. All properties that are located inside of the solid black line are deemed to be in the catchment area. Please note that some properties in Barn Lane are inside the catchment area and some are not. Numbers 147 to 191 and 192 to 210 are inside the catchment area. Any other property located on Barn Lane that does not fall within those specific numbers will be considered as out of catchment area.

How to apply

Contact the school office for a form, which you should fill in and return to us by Friday 13th December 2024.

Closing Date	Offer Date	Start Date
13 th December 2024	31 st January 2025	1 st September 2025

Outcome



Parents will be notified of the outcome of their application by email on the above offer date.

Accepting your place

Parents will have to accept the place within two weeks of the offer. Places that have not been accepted will be offered to the next child on the list.

Notes

1. Attendance at the nursery will not guarantee admission to our reception class or give any advantage to your child's application for reception. Parents must apply for a reception place through their home local authority.
2. Children with an education, health and care plan that names the nursery will be offered a place. This may reduce the number of places available to other applicants.
3. Definition of a sibling:
A brother or sister must live at the same address and could be:
 - A brother or sister sharing the same parents
 - A half-brother or half-sister, where two children share one common parent
 - A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
 - Adopted or fostered children
4. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses we will use the address of the parent who is receipt of child benefit.
5. Unsuccessful applicants will be placed on a waiting list in priority order according to the oversubscription criteria. If a place becomes available the child at the top of the list will be offered the place.
6. There is no statutory right of appeal for admission to nursery setting. Any disputes over the administration of the policy will be dealt with by the schools complaint procedure.

	<p>St Andrew's Catholic Primary School Nursery</p> <p>Admission Arrangements for the academic year 2025/2026</p>	
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Supplementary Information Form

The ethos of this school is Catholic. The 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 in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association 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 application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Local Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

In compliance with the General Data Protection Regulation (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 for on this form.

1. We are St Andrew's Catholic Primary School at Windrush Close, Solihull, B92 8QL
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is The School Office and you can contact them with questions relating to our handling of the data. You can contact them by You can contact them by email office@st-andrews.solihull.sch.uk.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. 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 GDPR).
6. 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.
7. 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 GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. 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 may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. 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 writing to the Headteacher c/o the school address – details of the complaints policy can be found on the school website 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 and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Local Governing Body may withdraw any offer of a place even if the child has already started school.

Signed
Date.....

Print Name