

ST BRIGID'S VOLUNTARY AIDED SCHOOL, DENBIGH

ADMISSIONS POLICY LOWER SCHOOL

2025/2026

St Brigid's School (the school) is founded to provide an education for Roman Catholic (Catholic) and other children. Whenever there are more applications than places available, **priority will always be given to Catholic applicants in accordance with the criteria listed below**. Application forms can be obtained from the school or the St. Brigid's School website (www.st-brigids.co.uk). If any applications for St. Brigid's are received directly by Denbighshire County Council, these are also passed to the school. However, you will still be required to complete a St. Brigid's Application Form to ensure we have all relevant information for our purposes, with the date of application to Denbighshire recorded.

1 The responsibility for determining the arrangements for admission shall rest with the Governors of the School.

2 St Brigid's School provides 12 Nursery places for children under the age of 4. However, parents/guardians should note that holding a Nursery place at the school does not guarantee a Reception place at the school and parents/guardians must make a separate Reception application to the school and to Denbighshire County Council in the relevant Annual Admission Round.

3 Up to 12 children are admitted to the Reception class in the academic year following their fourth birthday. Additional pupils will be admitted in Year 3 class in the academic year following their seventh birthday, taking the number to 20. Additional pupils will also be admitted into the Year 5 class in the academic year following their ninth birthday, taking the number to 28. However, should the number of applications exceed these admission numbers the following over subscription criteria, listed in order of priority will be used:

- a. Looked-after (children in public care) and previously looked-after children;
- b. Children with exceptional social or medical needs (see paragraph 4 below);
- c. Children with a sibling (full, half, step, adopted and fostered brothers and sisters) in statutory education (not Nursery) or in the Sixth Form at the school in September 2025, living at the same address. In the event of oversubscription in this category, places will be allocated in accordance with the criteria at 3 d-f below;
- d. Baptized Roman Catholics (see paragraph 5 below);

- e. Children of other denominations, and whose application is supported by a Minister of Religion (see paragraph 5 below);
- f. Children who have no religious denomination, whose parents wish them to have a Catholic education.

4 The Governors may increase the priority of an application where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the school rather than any other school. The information will be discussed with the relevant parties within the school and Governing Body and, if necessary, the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places. The fact that a child, including those with a diagnosis of Autism Spectrum Disorder, may benefit more from attending a small school is not normally sufficient to fall under this category.

5 Practising Roman Catholic applicants wishing to claim priority will be required to provide the name of a priest to whom reference can be made and to produce a copy of a Baptismal Certificate. A Minister of Religion will be required to indicate their support for the application of a child of another denomination by signing the relevant part of the application form.

6 Tie Breaker - In the event of oversubscription in any of the above categories, places will be allocated to those living nearest to the school. Distance will be measured along the shortest driving route to the school gate, verified by *ARCGIS*.

7 The common timetable for the admissions process is set by Local Authorities across North Wales. These dates are published on the Denbighshire County Council website and are shown below. Parents/guardians will be notified of admission decisions by email on the common dates agreed.

Reception: Closing date for receipt of completed forms – 18/11/2024

Parents/carers informed by ('Offer date') - 14/04/2025

Nursery: Closing date for receipt of completed forms – 17/02/2025

Parents/carers informed by ('Offer date') - 06/05/2025

8 Late applications – In accordance with the Admissions Code for Wales, late applications are considered after all those which are received on time. Where St. Brigid's School has been placed as first preference to the Local Authority, those applications will be passed to the school and the date of application recorded. For the purposes of

assessment, that date will be accepted as the date of application, even if the school's application form has not yet been completed.

Any application received after the closing date shown in the timetable will be considered after those on-time. However, if there is a good reason for a late application they may be considered. In the guidance a good reason includes the following special circumstances; such as where a single parent has been ill for some time, or a family has just moved to the area. Provided that applications and relevant evidence are received before offers of places are made, these may be considered as on-time. It is the applicant's responsibility to provide the reason at the time of application.

9 A waiting list is maintained. Following the Annual Admissions Round, unsuccessful applicants' names will be placed on the waiting list. Waiting lists will be maintained until the 30th September of the academic year following the children's tenth birthday. If a place has been offered and declined, but parents/guardians want the application to be placed on the waiting list for consideration in subsequent years, should a place become available, they should notify the Secretary of the Admissions Committee in writing.

10 If places become available while the waiting list is in operation, they will be allocated to children on the waiting list on the basis of the oversubscription criteria, not the date on which application was made.

11 Pupils will only be admitted in other years subject to availability of a place, and parents/guardians wishing to effect admission to the school mid-term and at any other time must make an application which will be dealt with in the context of the School's Admissions Policy. Parents/guardians of pupils attending state school in Denbighshire must also complete the Denbighshire County Council school transfer application. Further details regarding the procedure for mid-term applications are available from the Secretary to the Admissions Committee.

12 Parents/guardians of statutory aged pupils (this excludes Nursery) have the right to appeal to an independent panel against the refusal of a place at the school.

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March 2024