



Admission Policy 2023-2024

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***'Learning to follow the right path
through care, love and respect in
the Light of the Risen Christ'***

St Teilo's Catholic Primary School

Admission Policy 2023-2024

Name (Headteacher)

Date

Name (Chair of Governors)

Date

Name (Administration)

Date

ST TEILO'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2023-2024

1. St Teilo's is a Catholic Primary School situated in the Diocese of Menevia and is maintained by Pembrokeshire Local Authority.
2. The Governing Body is responsible for determining and administering the policy relating to admission of pupils to the school. It is guided in that responsibility by:
 - a) the requirement of the law
 - b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfillment of its Trust Deed and Instrument of Government
 - c) its duty towards the school and Catholic community it serves
 - d) the Catholic character of the school and its Mission statement

The ethos of the school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The school's admission number year beginning September 2023 is 13 plus Nursery.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see note 4).

3. The school serves in the first instance Baptised Catholic children living in the parish of Holyrood and St Teilo's, Tenby.

4. Applications for a place at St. Teilo's Catholic School should be made online via Pembrokeshire County Council (<https://www.pembrokeshire.gov.uk/schools-and-learning>). If parents do not have an e-mail address an application form is available from the school. The closing date for applications to Nursery is 30th April preceding the calendar year in which the school place is required. Parents will be notified of the success of their application by the 31st July.

St Teilo's Catholic School is committed to ensuring the highest standards of Data Protection. We will treat all personal data as we would expect our own personal data to be treated, i.e. with respect, integrity, confidentiality and in accordance with the GDPR and other Data Protection laws. Our Privacy Notice is available in the documents section on the school website. Please [click here](#) for link.

The closing date for Nursery applications for 2023 is 30th April 2023

Admission for Reception in Sept 2023 must be made by 31st January 2023

Waiting lists - we keep children on the waiting list for a Reception place until 30th September and then ask parents if they would like their child's name to remain on the waiting list until the end of the academic year. All others remain on the waiting list until the end of the academic year they have applied for.

Children are eligible to attend school on a part-time basis from the first term after their third birthday and full-time basis from the first term after their fourth birthday. Please note that compulsory education commences from the term following their fifth birthday. The date of your child's birthday determines when he or she can start school, regardless of the date when the term starts and the table below shows when your child may be admitted to school. Parents can opt to defer their child's start date anytime up until the child is of compulsory school age; for more information please contact the St Teilo's Catholic School on 01834 843995

Child's birthday falls between Nursery Admission Term

1 April - 31 August	Autumn
1 September - 31 December	Spring
1 January - 31 March	Summer

Children may attend St Teilo's Catholic School full time at the start of the term following their fourth birthday.

5. The governing body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out.

6. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal. There is no right of appeal for a Nursery place.

St Teilo's Catholic Primary School

Admissions Criteria

Where the number of applications exceeds the number of places available, the Governing body will apply the following over-subscription criteria in priority order:

1. Baptised Catholic children within the parish served by the school.
2. Other baptised Catholic children.
3. Children who have a sibling in the school at the time of admission. A sibling is a full, half or step brother or sister, or adopted or foster children living in the same household at the time of admission.

4. Children of other Christian denominations.
5. Children of other faiths whose parents seek a Catholic education
6. Non-Catholic children whose parents seek Catholic education for their child.
7. Children for whom the LA has specifically asked for a place at the school

In all of the above categories Looked After Children (LAC) will be given priority.

- In the event of any over-subscription, the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance (in metres) using public highways. All Christian applicants will be required to produce baptismal certificates.
- Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- If the school is named in a statement of Special Educational Needs, the Governing body has a duty to admit the child to the school.
- As required by law, the Governing Body will not admit more than 30 pupils to any one Reception or Foundation Phase class.