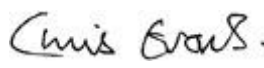




## St Alban's RC High School

# Admissions Policy

ORIGIN:	Governing Body Policy No: vs000.01
COMMITTEE RESPONSIBLE:	Admissions Committee
LEAD MEMBER:	Headteacher
DATE APPROVED:	11/09/2024
CHAIR OF GOVERNORS NAME:	Chris Evans
CHAIR OF GOVERNORS SIGNATURE:	
REVIEW DATE:	11/09/2025

*St Alban's RC High School is a voluntary aided school and the governing body is the employer of the staff who work there. The contract of employment is between the school's governing body and the employee. The governing body has all the employment responsibilities that this entails including the appointment and dismissal of staff.*

Saint Alban's Roman Catholic High School is part of the Catholic Church. It is a Voluntary Aided School in the Archdiocese of Cardiff-Menevia and is maintained by Torfaen Local Authority. The Governing Body of Saint Alban's is the Admissions Authority for this school.

Our aim is to provide a high-quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

### **Admission Number**

The Admission Number of new entries for year 7 as of September 2026 is 170 as per Welsh Government / Local Authority directives.

<b>Closing date for applications</b>	<b>Decision Date</b>
31 <sup>st</sup> October 2025	2 <sup>nd</sup> March 2026

### **Pupils with a Statement of Additional Learning Needs or LA issued IDP**

Children with a statement of ALN naming the school or LA issued IDP will be admitted before other applicants.

### **Oversubscription Criteria and Order of Priority**

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied to all applications, in priority order:

1. Children Looked After (CLA, also known as LAC previously) and previously Children Looked After. The definition of a Child Looked After is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children Looked After who are baptized Roman Catholic are given priority over non-baptized Children Looked After.
2. Children who are baptized members of the Roman Catholic Church, who currently attend a Roman Catholic Primary School.
3. Children who are baptized members of the Roman Catholic Church, who currently do not attend a Roman Catholic Primary School.
4. Children who are not baptized members of the Roman Catholic Church, who currently attend a Roman Catholic Primary School.
5. Children who currently attend a Church in Wales school and who are supported by a letter from their Christian Minister of Religion or the Headteacher.
6. Children who seek a Faith-based education and who are supported by a letter from their Christian Minister of Religion.
7. Children of other faiths who seek a Faith-based education, where the child has been baptized or dedicated in accordance with the practice of their faith tradition, and who are supported by a letter from their Minister of Religion or Faith Leader.
8. Children of other faiths who seek a Faith-based education and who are supported by a letter from their Minister of Religion or Faith Leader.
9. Children whose parents seek a Faith-based education.

## **Tie Breaker**

Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living closest to St Alban's RC High School. The distance is measured between the child's home address, to the main entrance to the school and is measured by nearest Torfaen Council recognised available walking route. Measurement will be undertaken by using a Digital Information Mapping System by Torfaen Council. Evidence of residence WILL be required.

Notes:

a. In all of the above categories where a claim to baptism or dedication is made, written evidence must accompany the application form.

b. Siblings

Children who have a sibling on roll at St. Alban's RC High School in the September the applicant would begin school will be given priority in each of the above categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

## **Definition of Sibling**

Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half brother / sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

c. If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth, the governors will admit the other sibling(s).

## **Appeals Procedure**

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within 14 days of the receipt of the refusal letter, to the Clerk to the Governors, C/O the school. The appeal will be heard by an Independent Appeals Panel.

## **Waiting List**

A waiting list will be maintained until 31<sup>st</sup> December 2026. If an additional space becomes available the Governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## **Late Applications**

Any late applications will be considered by the Governors Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## **How to apply?**

Any parent may apply for his / her child to be admitted to the school.

A form of application can be completed on the school website and will be considered by reference to this policy by the Admissions Sub-Committee of the Governing Body.