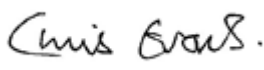




St Alban's RC High School

Admissions Policy

ORIGIN:	Governing Body Policy No: v000.01
COMMITTEE RESPONSIBLE:	Admissions Committee
LEAD MEMBER:	Headteacher
DATE APPROVED:	17/03/2026
CHAIR OF GOVERNORS NAME:	Chris Evans
CHAIR OF GOVERNORS SIGNATURE:	
REVIEW DATE:	17/03/2027

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.

St Alban's RC 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 St 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 2027 is 170 as per Welsh Government / Local Authority directives.

Closing date for applications	Decision Date
30 th October 2026	1st March 2027

Pupils with a Local Authority issued IDP

Children with a Local Authority issued IDP that names St Alban's RC High School will be admitted before other applicants. The Council may decide to name a school in an IDP for the purposes of securing admission of the child to a particular school. This presupposes that the school can meet the needs of the child and follows a process of due diligence to confirm why St Alban's RC High School, rather than another school, meets the needs of the child.

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. Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the main school entrance using Ordnance Survey Road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis. 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.

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 31st December 2027. 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. In certain circumstances, we may adhere to the Managed Move protocol for some admissions.