



# ST ALBANS RC HIGH SCHOOL

## BE THE BEST YOU CAN BE

### Application for Admission

**PLEASE READ THE INFORMATION ON PAGES 3 & 4 BEFORE COMPLETING THIS FORM**

#### **SECTION 1: Family Details.**

Child's full name: .....  
(Block Capitals) Male / Female

Please indicate to whom correspondence should be addressed: **Mr & Mrs/Mr/Mrs/Miss/Ms\***  
(\*Please circle as applicable)

**(A) Parents' / Carers' Name & Address:**

**(B) Father / Mother's Name & Address**  
(If different from A):

.....

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.....

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.....

.....

Postcode .....

Postcode .....

Home .....

Home .....

Mobile .....

Mobile .....

Email .....

Email .....

**Please indicate child's address (A or B):** .....

If child resides at both addresses please indicate how much time at each address:

.....

I wish to apply for my son / daughter to be admitted to St Alban's R.C. High School, commencing on:

..... (Proposed date of admission)

**If there are more applications than places available, I wish my application to be considered under over-subscription criterion number:**

(For definition of criteria see page 3)

***'Be the best you can be.'***

**SECTION 2: Information relating to the child.**

Date of Birth: ..... Nationality: .....

Your child’s first language: ..... Is your child Welsh speaking? .....

Date & Place of Baptism: .....  
*If yes, a copy of the certificate must be enclosed.*

Your child’s religion: .....

Place where your child now worships: .....

Please state frequency of attendance: .....

Name of Priest or other Faith Leader: .....

Does your child have a sibling at St Alban’s? Yes / No  
*(For definition of sibling see page 3, under ‘Admissions Policy’ heading)*

If yes, please give the youngest’s name and state which year they are currently in:  
.....

Is the child in or previously been in the care of a Local Authority? Yes / No *(Please circle as applicable)*

If yes, please state the name of the Local Authority, and the relevant dates:  
.....

Does the child hold a statement of SEN which names a school? Yes / No

If Yes, which school is named? .....

School currently / last attended: .....

Please say why you wish your child to attend St Alban’s RC High School:  
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.....

Signed: ..... Print: .....

Parent / Carer: ..... Date: .....



# ST ALBANS RC HIGH SCHOOL

## BE THE BEST YOU CAN BE

### ADMISSIONS POLICY

Saint Alban's Roman Catholic High School is part of the Catholic Church. It is a Voluntary Aided School in the Archdiocese of Cardiff 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 as of September 2019 is 145 as per Welsh Government / Local Authority directives.

#### **Pupils with a Statement of Additional Educational Needs**

Children with a statement of AEN naming the school 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. Looked after children (children in public care) and previously looked after children who are baptized members of the Roman Catholic Church, or who have been received into full-communion with the Roman Catholic Church.
2. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communion with the Roman Catholic Church, who currently attend a Roman Catholic Primary School, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.
3. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communion with the Roman Catholic Church, who currently attend a Roman Catholic Primary School.
4. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communion with the Roman Catholic Church, who currently do not attend a Roman Catholic Primary School, but who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.

5. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communion with the Roman Catholic Church, who currently do not attend a Roman Catholic Primary School.
6. Looked after children (children in public care) and previously looked after children who are not baptized members of the Roman Catholic Church, and who have not been received into full-communion with the Roman Catholic Church.
7. Children who are not baptized members of the Roman Catholic Church, and who have not been received into full-communion with the Roman Catholic Church, who currently attend a Roman Catholic Primary School, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.
8. Children who are not baptized members of the Roman Catholic Church, and who have not been received into full-communion with the Roman Catholic Church, who currently attend a Roman Catholic Primary School.
9. Children attending other Voluntary Aided Christian Primary Schools, who have either been baptized or dedicated in accordance with the practice of their Christian faith tradition, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.
10. Children attending other Voluntary Aided Christian Primary Schools, who have either been baptized or dedicated in accordance with the practice of their Christian faith tradition.
11. Children attending other Voluntary Aided Christian Primary Schools, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.
12. Children attending other Voluntary Aided Christian Primary Schools.
13. Children whose parents seek a Faith-based education, where the child has been baptized or dedicated in accordance with the practice of their faith tradition, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join, and who are supported by a letter from their Christian Minister of Religion.
14. Children whose parents 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 Christian Minister of Religion.
15. Children whose parents seek a Faith-based education, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join, and who are supported by a letter from their Christian Minister of Religion.
16. Children whose parents seek a Faith-based education, and who are supported by a letter from their Christian Minister of Religion.
17. Children of other faiths whose parents seek a Faith-based education, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join, and who are supported by a letter from their Minister of Religion or Faith Leader.
18. Children of other faiths whose parents seek a Faith-based education, and who are supported by a letter from their Minister of Religion or Faith Leader.
19. 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 furthest away from an alternative school (i.e. a Roman Catholic Voluntary Aided School) with a place available. The distance is measured as the shortest driving route between the home address and the main gate of the alternative school, as calculated by Google Maps. 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. In all of the above categories, sibling is to be understood by reference to the following definition: Children who have a sibling on roll at St. Alban's RC High School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. 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 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 fourteen 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 30 September. If an additional place 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 obtained from the School Office or downloaded from the school's website. **All completed applications must be returned to the School Office** and will be considered by reference to this policy by the Admissions Sub-Committee of the Governing Body.