



St Alban's Catholic Primary School Admissions Policy for the Year Commencing September 2026/27

St Alban's Catholic Primary School is a voluntary aided Catholic Primary School which operates in the Catholic Community of St Alban's Parish, within the overall provision of the Archdiocese of Cardiff. The aim of the Governors is to offer Catholic education and ask parents applying for places for their children to support the Catholic character and ethos of the school. St Alban's Catholic Primary School fully respects the beliefs of parents and children of all denominations and backgrounds. Pupils at St Alban's are taught respect and tolerance for others and there is also provision in the Religious Education programme for learning about different faiths.

St Alban's Catholic Primary School will act in accordance with the relevant provisions of the statutory Codes of Practice (WAG Admissions and Appeals 2009) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Admission Number 30

The Governing Body of St Alban's Catholic Primary School has sole responsibility for admissions to the school and will admit up to the school's admission number.

The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between 01 September and 31 August of that academic year.

Oversubscription Criteria

Children with a statement for special educational need naming St Alban's Catholic Primary School will be admitted. Where the number of applicants for admission exceeds the number of places available, places will be awarded to applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children will be given priority in each of the oversubscription categories. In the event of the Governors being unable to offer all children in a particular oversubscription category a place will be offered to multiple births and those children living closest to the school measured by the safest walking route as determined by the Local Authority.

Order of priority for admission

Applications for admission will be considered against the following **over-subscription criteria** and preference will be given to those children meeting the earlier criteria.

1. Looked after Children (LACE - children in the public care) or previously Looked After children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Looked after children (LACE -children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.
3. Baptised Catholic children of Catholic families, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)
4. Baptised Catholic children of Catholic families who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)
5. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate is required.)
6. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff and who have siblings in the school at the time of the applicant's entry to the school. (Baptismal certificate is required.)
7. Christian children from other denominations who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required. (Baptismal certificate or a letter from the minister is required.)

8. Christian children from other denominations who have siblings in the school at the time the applicant joins the school and reside outside of category 1 and 2 above but within the County of Cardiff . (Baptismal certificate or a letter from the minister is required.)
9. Christian children from other denominations, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required. (Baptismal certificate or a letter from the minister is required.)
10. Christian children from other denominations who reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate or a letter from the minister is required.)
11. Non-Christian children who have siblings in the school at the time of the applicant's entry, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.
12. Non-Christian children, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.
13. Non-Christian children who reside outside of category 1 and 2 above but within the County of Cardiff.

Definition of Siblings

Children who have a sibling on roll at St Alban's Catholic Primary 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 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.

Multiple Birth Children (eg twins/triplets)

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).

The Admission Panel

The Admissions Panel will meet once per term to discuss applications received. Any successful applicant will start on a date which is convenient to the school and the applicant's parent/guardian.

How to Apply

Any parent may apply for his/her child to be admitted to the school. Parents applying for a place in the Reception year at the school **MUST** express a preference for a place in the school on the Council's School Admission Portal at www.cardiff.gov.uk and **ALSO** complete the school's application form which can be requested from the school by contacting the school office on **029 20462915** or by downloading the application form from the school's website <https://www.stalbansprm.cardiff.sch.uk/>. Every application will be considered by reference to the policy herein.

Right of Appeal

Where a child is refused entry into school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the publishing criteria. Parents have the right of appeal against the decision to refuse an application. The appeal must be forwarded in writing with fourteen days, to the Clerk to the Governors who will present it to the Appeals Committee.

Waiting List

A waiting list will be maintained until 30th September. If an additional place becomes available the governors will consider those on the waiting list on the basis of published oversubscription criteria and not on the date the application was received.

Approved by St Alban's Governing Body Spring Term 2025

Fr Sebastian Jones
Chair of Governors

Mrs R Woodward
Headteacher