
St Richard Gwyn Catholic High School
Ysgol Uwchradd Gatholig Richard Gwyn Sant



Admissions Policy for September 2023

Reviewed September 2022



loving
hopeful
attentive
learned
curious
faith-filled
wise
generous
learned
grateful
eloquent
prophetic
discerning
intentional
compassionate
truthful
active



St Richard Gwyn Catholic High School
Successful Resilient Gospel Values



Admissions policy and Oversubscription Criteria

The Governing Body is the Admitting Authority for St Richard Gwyn Catholic High School. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'.

Our catchment area covers the parishes Our Lady and St Illtyd's, Llantwit Major, Cowbridge and Rhoose, St Helen's, Barry, St Mary's Dinas Powys, and St Joseph's Penarth. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth.

All applications must be completed using the school's application form. Completed forms should be returned directly to St Richard Gwyn by **25th November 2022**. Late applications received after the closing date will only be considered 'when a good reason is given', School Admissions Code No 005/2013. If no 'good reason is given' late applications will be considered after those applications submitted before the closing date have been determined.

In the event of oversubscription applications will be placed on a waiting list until 30th September 2023. Applications will be ranked in accordance to the oversubscription criteria. The governing body will consider applications received from families of multiple birth children (twins, triplets etc) collectively against the oversubscription criteria. The planned admission number is 163. In the event of oversubscription, applications will be prioritised in the following order:

AN ORIGINAL BIRTH CERTIFICATE IS REQUIRED FOR ALL APPLICATIONS.

	Descriptor	Additional evidence required
1	Children who are designated as 'Looked After' or previously 'Looked After'.	Local Authority Care Order
2	Baptised Catholic children.	Original baptismal certificate only required if not currently attending a Faith primary school.
3	Baptised Catholic children who do not attend a faith school but currently have a sibling (defined as brother, sister, half-brother and half-sister residing at the same address as the sibling) at St Richard Gwyn.	*No further evidence required.
4	Children who attend a Catholic or Church in Wales primary school or other Faith school within the Local authority.	*No further evidence required.
5	Non-Catholic children who currently have a sibling at St Richard Gwyn.	*No further evidence required.
6	Members of other Christian denominations not currently attending a faith school.	Christening (or other initiation) certificate.
7	Members of religious faiths, not defined as Christian wishing to receive a faith education.	Christening (or other initiation) certificate.
8	Any other children whose parents seek a faith education at St Richard Gwyn.	Supporting letter stating why they wish their child to be educated at St Richard Gwyn.

*Verified by St Richard Gwyn.



Where there are more applications from children within a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school. This is decided by a proximity measure.

The closing date for applications for year 7 is **25th November 2022**, complying with the local timetable. Decision letters will be issued by **1st March 2023**.

The governors will consider applications for admission into all year groups at any time except for year 7 students, where applications will be considered after 30th September.

Appeals Procedure

In accordance with the requirements of the Schools Standards and Framework Act 1998, the Governors have established an Appeals procedure. Parent(s)/Carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Cardiff and is entirely independent of the School and the Local Authority. Notice of intention to appeal should be sent to the Admissions' Officer at the School who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

Notes

- 1 'Looked after children' are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989);
- 2 'Sibling' is defined as a biological brother or sister, half brother or sister, adopted brother or sister, foster children who live at the same address as the sibling and who will still be on the school register at the time of admission. In the case of multiple birth children the governing body will seek to ensure that all children are admitted to avoid family separation;
- 3 'Proximity' refers to the distance that is measured between the student's main residence (indicated on the application form) and school. This measurement is conducted independently by the Local Authority.