

ADMISSIONS POLICY



Lead:	DB
Date Approved:	March 25
Review Date:	March 26
Chair of Governors:	Mr P McLoughlin



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

SUCCESSFUL RESILIENT GOSPEL VALUES

ADMISSIONS POLICY

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 whole of the Vale of Glamorgan. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth.

All applications must be completed using the Vale of Glamorgan Council online application process. This must be completed by the closing date of 21st November 2025. 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 2026. Applications will be ranked in accordance with 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 admission number is 210 with the proviso that the new school building is completed for moving in at the start of September 2026. If it isn't completed, we will revert to our PAN of 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. *School ethos contract to be completed by family/ carers and pupil.
2.	Baptised Catholic children who currently attend a Catholic Primary school.	*School ethos contract to be completed by family and pupil.
3.	Baptised Catholic children who do not attend a Catholic Primary school.	Original baptismal certificate required. *School ethos contract to be completed by family and pupil.

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4.	Children who attend a Church in Wales primary school or another Faith school within the Vale of Glamorgan.	*School ethos contract to be completed by family and pupil.
5.	Children who currently have a sibling at St Richard Gwyn (see note 2).	*School ethos contract to be completed by family and pupil.
6.	Members of other Christian denominations not currently attending a Faith school within the Vale of Glamorgan.	Christening (or other initiation) certificate. *School ethos contract to be completed by family and pupil.
7.	Members of religious faiths, not defined as Christian wishing to receive a faith education and reside within the Vale of Glamorgan.	Christening (or other initiation) certificate. *School ethos contract to be completed by family and pupil.
8.	Any other children whose parents seek a faith education at St Richard Gwyn.	Priority will be given to those that have a Supporting letter from a Faith leader. *School ethos contract to be completed by family and pupil.

*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 **21st November 2025**, complying with the local timetable. Decision letters will be issued by **2nd March 2026**.

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.

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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

- '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);
 - '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;
 - '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.
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