



St Edward's Catholic First School

# **ADMISSIONS POLICY**

## **2027-28**



Catholic Diocese of Portsmouth

## **ST EDWARD'S CATHOLIC FIRST SCHOOL**

St Edward's Catholic First School strives to provide a broad, balanced, and relevant Catholic education in which we recognise, through mutual respect, and our mission statement that *We See Jesus in Everything We Do*.

### **1. INTRODUCTION**

St Edward's Catholic First School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

The school is conducted by its Governing Body as part of the Catholic Church, in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for, and be admitted to, a place at the school in accordance with these arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to this school. The Local Authority undertakes the co-ordination of admission arrangements during the normal admission round. The Governing Body has set its Published Admission Number (PAN) at 60 pupils to be admitted to the Reception year group in the school year beginning in September 2026.

The Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ('PAN').

### **2. PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate statutory procedure. Children with an EHCP that names the school must be admitted. Where this occurs before the allocation of places under these arrangements, it will reduce the number of places available to other children.

### **3. OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked-after and previously looked-after children (see notes 2 & 3).
2. Other Catholic children (see note 3).
3. Other Looked-After and Previously Looked-After Children (see note 2).
4. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 4).
5. Children of other faiths whose membership is evidenced by a religious leader (see note 5).
6. Any other children.

Within each category, the attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within that category so that it is placed at the top of the group (see note 6).

### **4. TIE BREAK**

Priority will be given to children living closest to the school, determined by the shortest straight-line distance between the front door of the child's home address (including the communal entrance to flats) and the main entrance of the school, using the Local Authority's computerised measuring system.

In the event of distances being identical for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by an independent person. All names will be entered into a hat and the required number drawn (see note 9).

### **5. APPLICATION PROCEDURES AND TIMETABLE**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form (CAF) available from the Local Authority in which you live.

Parents wishing to apply under oversubscription criteria are strongly advised to complete the Supplementary Information Form (SIF) attached to this policy. The SIF should be returned to St Edward's Catholic First School, Parsonage Lane, Windsor SL4 5EN by 15<sup>th</sup> January 2027, with any supporting documentation.

You will be advised of the outcome of your application on 16<sup>th</sup> April 2026, or the next working day, by the Local Authority on behalf of the school. If you are unsuccessful (unless your child gains a place at a school you ranked higher), you will be informed of

the reason, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF by the closing date, your child will not be placed in criteria 1 to 2 or 4 to 5, which may affect their chance of being offered a place.

All applications submitted on time will be considered together after the closing date.

## **6. LATE APPLICATIONS**

Late applications will be administered in accordance with the Royal Borough of Windsor and Maidenhead (RBWM) Primary Co-ordinated Admissions Scheme. You are strongly encouraged to ensure your application is received on time.

## **7. ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY**

A child is entitled to a full-time place in the September following their fourth birthday. Parents may defer the date at which their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which the offer was made.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of an offer, parents should notify the school as soon as possible if they wish to defer entry or take a part-time place.

## **8. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Requests for admission outside a child's normal age group (for example, for a gifted and talented child or one who has experienced ill health) must be made in writing to the Headteacher of St Edward's Catholic First School at the same time as the admission application.

The Governing Body will make its decision based on the circumstances of each case and the best interests of the child, taking into account the views of the Headteacher, parents, and appropriate medical or educational professionals.

## **9. WAITING LISTS**

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list, maintained in order of the oversubscription criteria above and not by the date applications were received.

Waiting lists will operate throughout the school year and will be held open until 31<sup>st</sup> July 2028, after which a new application must be submitted for the following academic year.

Inclusion on the waiting list does not guarantee that a place will become available.

## **10. IN-YEAR APPLICATIONS**

Applications for places outside the normal admission round may be made at any time. Where places are available, the child will be admitted.

Applications should be made directly to the school by contacting [office@secfs.org.uk](mailto:office@secfs.org.uk).

If there are more applications than places, the oversubscription criteria set out above will be applied. Where no places are available, the child will be added to the waiting list.

You will be notified in writing of the outcome of your application within 15 school days of receipt and have the right of appeal to an independent appeal panel.

## **11. FAIR ACCESS PROTOCOL**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing Body is empowered to give absolute priority to a child where admission is requested under such protocols, even when admitting the child would mean exceeding the Published Admission Number (subject to infant class size exceptions).

## **12. WITHDRAWAL OF OFFERS**

The Governing Body reserves the right to withdraw an offer of a place, or a place already taken up, if it is satisfied that the offer or place was obtained through deception or fraudulent means.

### **Contact Details**

St Edward's Catholic First School  
Parsonage Lane, Windsor SL4 5EN

Email: [office@secfs.org.uk](mailto:office@secfs.org.uk)

Website: <https://www.stedwardscatholicfirstschool.co.uk/>

### 13. NOTES (forming part of the oversubscription criteria)

1. **Education, Health and Care Plan (EHCP)** – A plan made by the Local Authority under section 37 of the *Children and Families Act 2014*, specifying the special educational provision required for a child.
2. **Looked-After and Previously Looked-After Children** – Defined in section 22(1) of the *Children Act 1989* as children in the care of a Local Authority or being provided with accommodation by them under social services functions. A previously looked-after child is one who ceased to be so because of adoption, a child arrangements order, or a special guardianship order, including those adopted from state care outside England.
3. **Catholic** – A member of a Church in full communion with the See of Rome, including the Eastern Catholic Churches. Evidence will normally be a certificate of baptism or reception into the Catholic Church. For the purposes of this policy, this includes a looked-after child in the process of adoption living with at least one Catholic parent. Those unable to provide documentary evidence should contact their parish priest, who may consult the Diocesan Catholic Academies and Schools Office.
4. **Children of other Christian denominations** – Children belonging to other churches and ecclesial communities which acknowledge God’s revelation in Christ, confess Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit, commit themselves to seek a deepening of their communion with Christ and with one another in the Church, fulfilling their mission to proclaim the Gospel by common witness and service to the glory of God.  
All members of *Churches Together in England* and *CYTÚN* are deemed to be included.
5. **Children of other faiths** – Children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’, as recognised by charity law.
6. **Siblings (brother or sister)** – Includes all natural, half, step, foster, and adopted siblings, and the child of a parent’s partner where that child lives at the same address for part of the week.
7. **Parent** – All natural parents, any person with parental responsibility, or any person who has care of a child.
8. **Home Address** – The address where the child usually lives with a parent or carer and which appears on the CAF. Where parents share responsibility, the address will be that at which the child resides for part of the school week as stated on the CAF

