ST TERESA'S CATHOLIC PRIMARY SCHOOL

Luckington Road, Monks Park, Bristol BS7 0UP

https://www.st-teresas.bristol.sch.uk/ school@stt.newmancatholictrust.com

ADMISSION POLICY 2027-28

St Teresa's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Catholic schools are inclusive, and we welcome applications from children who are not Catholic. However, where there are more applications than places available, allocations will be made in accordance with the oversubscription criteria listed below.

We aim to provide a Catholic education for all our pupils and Catholic teaching and practice permeate every aspect of school life. We therefore hope that all parents will fully support the aims and Catholic ethos of the school.

The **academy company** is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co- ordination of admission arrangements during the normal admission round[1]. The admission authority has set the school's Published Admissions Number (PAN) at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

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

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. Catholic children who are resident in the parish(es) of St Teresa of the Child Jesus Church, Filton and St. Vincent De Paul Church, Southmead (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens (see note 4)
6. Children who are a member of an Eastern Christian Church. (see note 5)
7. Children of another Christian denomination whose membership is evidenced by a minister of religion. (see note 6)

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

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8. Children of another faith whose membership is evidenced by a religious leader. (see note 7) 9. Any other children

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Within each of the oversubscription categories listed above, the following provisions will be applied in the following order.

(i) Children who will have a brother or sister at the school at the time of enrolment. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed above those without a brother or sister attending the school, within the category in which the application is made. (see note 8).

(ii) Children of a member of **St Teresa's** Catholic School staff who has been employed at the school for two or more consecutive years at the time of application, or who was recruited to fill a vacant post for which there is a demonstrable skills shortage. This does not include staff who work on the school site for other employers.

Tie Break

Where children have identical ranking, priority will be determined by random allocation (see below).

Random Allocation

Each child will be allocated a number. These numbers are shared with a person independent of the school who will supervise the process. Governors will then use a random number generator to rank the numbers.

For children of a multiple birth, the order created by the random number generator, will be overridden to place all the children from the multiple birth together at the place where the highest child (from the multiple birth) is ranked. The random number generator will then be used to rank the children from the multiple birth. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

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Application Procedures and Timetable

To apply for a place at this school in the normal admission round[1], you must complete a Common Application Form available from the local authority in which you live.

For those living in **Bristol,** applications may be made online at: Admissions (bristol.gov.uk) or on a paper form available from and sent to;

Schools Admissions Department, PO Box 3399, Bristol BS1 9NE.

You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply on the grounds of religion and/or because a parent is a member of staff at the school (see (ii) above). The SIF should be returned to the school office (see above postal and email addresses) **by 15th January 2027** to be considered in the first round of allocations.

If you do not provide the information required in the SIF and return it by the closing date for the first round of allocations, together with all supporting documentation as appropriate, your child may not be placed in criteria categories 1 to 3 or 5 to 8, and this may affect your child's chance of being offered a place. All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2027.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme (available from your Local Authority). You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child reaches compulsory school age in the term following their fifth birthday. Where offered a place, a child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, 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 an 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 the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

[1] Within this policy, the 'normal admission round' means all new intake applications, submitted by the closing date and late applications, received by the local authority up to 31 August, and so does not include In-Year applications (see above).

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Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the school office (see above email and postal addresses) at the same time as the admission application is made on the Local Authority Common Application Form (for the child's chronological year group). The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

If the admission authority agree in principle for a child to be admitted outside of their normal age group, it does not guarantee the child a place. The parent will again need to make an application on a Local Authority Common Application Form (for the outside age group) and, if necessary, the oversubscription criteria will be applied to determine if a place may be offered.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **the last school day of the summer term** (ask the school for the exact date). Each child added to the list will require the list to be ranked again in line with the above published oversubscription criteria.

Inclusion in the school's waiting list does **not** mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there is an available place. Application should be made to the school office (see above email and postal addresses) https://www.st-teresas.bristol.sch.uk using the school's In-Year application form (see In Year form below).

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided with your application.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If your application is refused, you will be offered the opportunity for your child to be added to the waiting list (see above). The admission authority will consider your

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application, and you will be advised of the outcome of your application in writing, and if refused a place, you will have the right of appeal to an independent appeal panel. ~~Parents should be aware, that where an offer of a place is not taken up, it may be~~ withdrawn.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol (including over those on a waiting list). The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exception

Withdrawal

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is 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. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Whilst a copy of the certificate may be accepted, the admission authority may request sight of the original. The admission authority may also request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

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There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

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4. ‘catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. “children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord 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, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
8. ‘brother or sister’ includes:

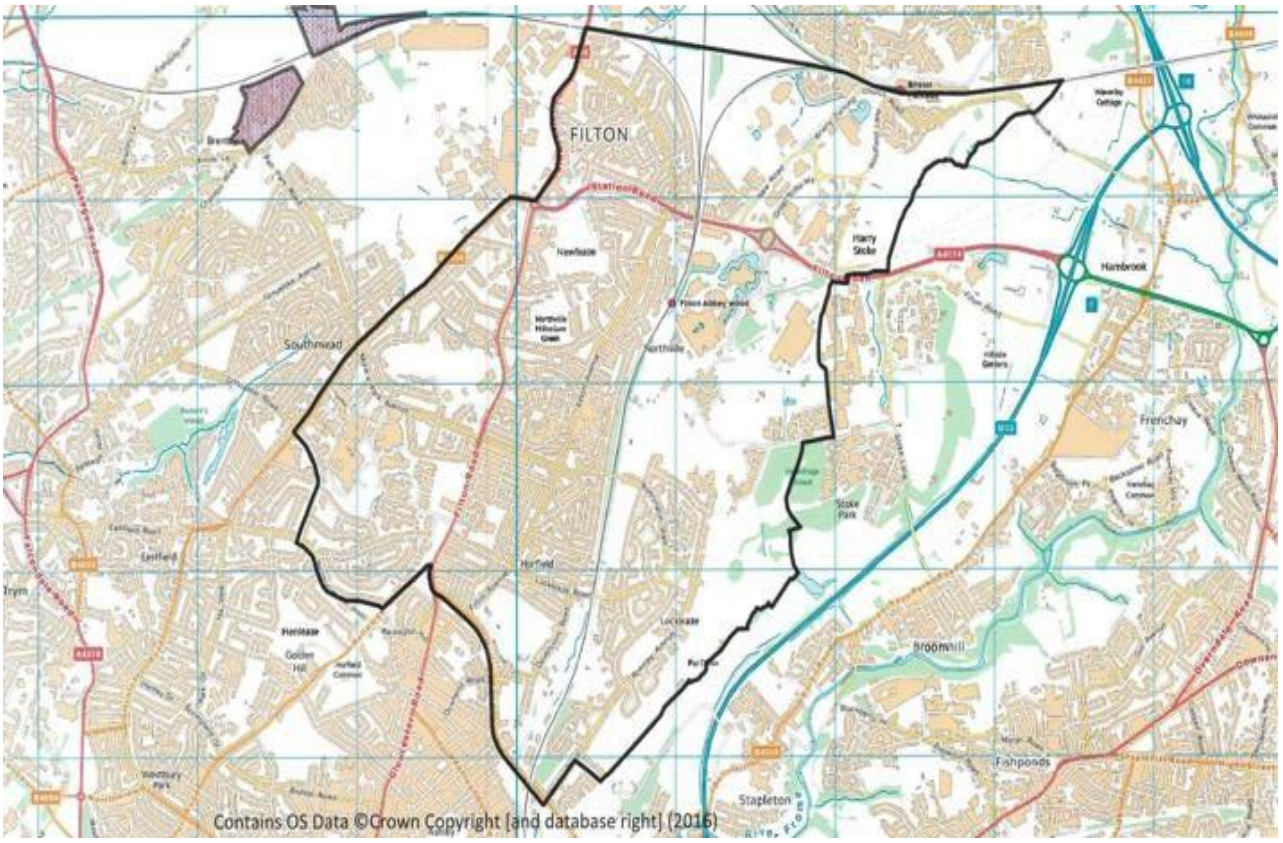
   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

   (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

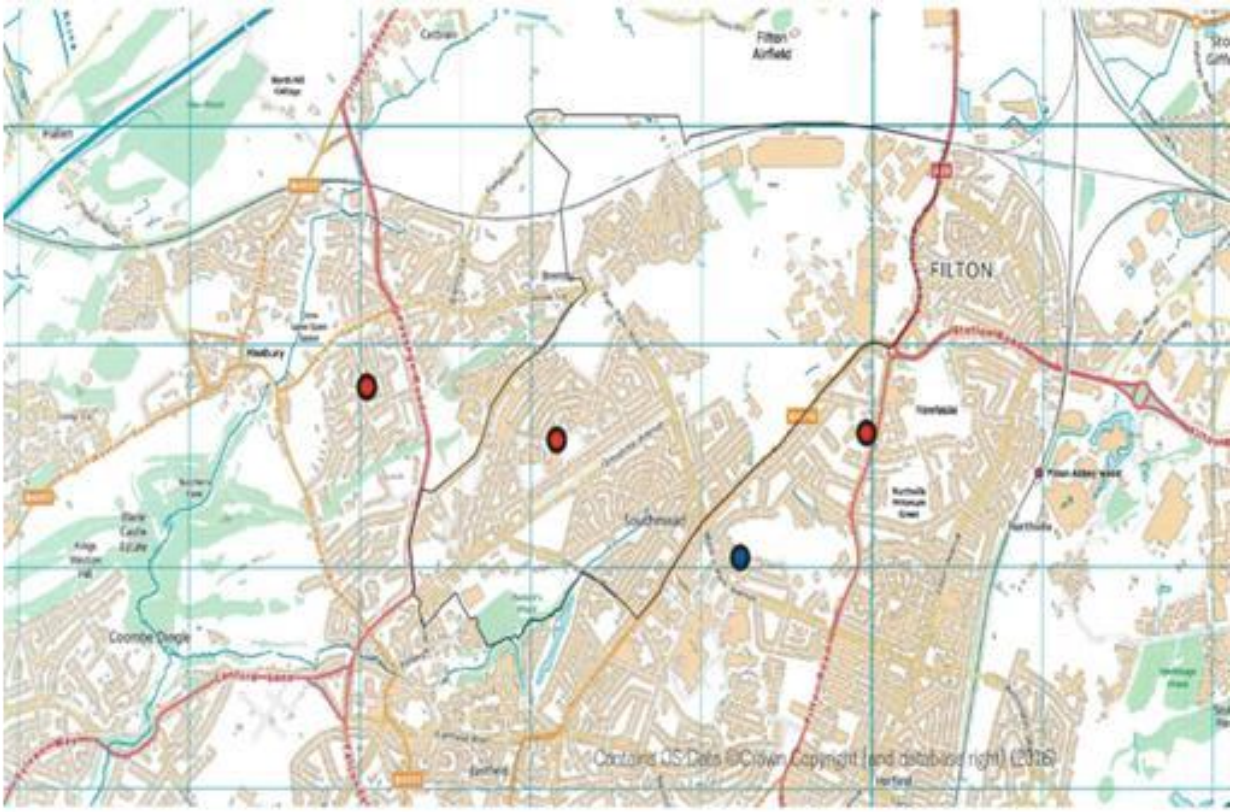
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11. For the purposes of this policy, parish boundaries are as shown on the map(s) below and will be applied to the admission arrangements for 2027-28.

Parish boundary St Teresa of the Child Jesus Church, Filton



Parish boundary St. Vincent De Paul Church, Southmead



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SUPPLEMENTARY INFORMATION FORM

2027-28 RECEPTION YEAR NEW INTAKE APPLICATIONS

If you are expressing a preference for a place for your child at St Teresa's Catholic School and wish to apply on the grounds of religion and/or because a parent is a member of staff at the school (see (ii) **after** Category 9 on page 2 of the admissions policy), you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation, as appropriate, (see Notes below), should be **returned to the school office (see above email and postal addresses)**
- It should be returned by the closing date of **15 January 2027** to be considered in the first round of allocations.
- If you are applying to more than one Catholic school, you will need to complete a separate Supplementary Information Form for each school.
- If you do not provide the information required in this form and **return it to the school**, **with all supporting documentation**, by the closing date, your child may not be placed in the appropriate category, and this may affect your child's chance of being offered a place.

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- Remember – you **must** also complete the Common Application Form of your child's home Local Authority, in addition to this form.

Name of child _____

Address of child _____

_____

_____

Parent/Carer Name _____

Please read the school's admission policy, noting in particular the faith-based criteria and the Children of Staff criterion, and read your Local Authority admissions guide booklet, before completing this form.

NOTE: When completing the Local Authority Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided the admission authority of the school may not be able to place the application within the correct criterion category.

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Religious status of child: If applying under any of the religious criteria, please indicate by placing a tick in the appropriate box below – please note that a tick should be indicated in only a single box.

Criteria	**Tick Box**	**Evidence Required**
1. Child is Catholic (Categories 1 to 3)	☐	See Note 1 below
2. Child is a Catechumen (Category 5)	☐	See Note 2 below
3. Child is a member of an Eastern Christian Church (Category 6)	☐	See Note 4 below
4. Child is a member of other Christian denomination (Category 7)	☐	See Note 4 below
5. Child is a member of other faith (Category 8)	☐	See Note 4 below

For criteria categories 1 to 3, state the Catholic Parish in which your child lives (state the name of the parish and its location):

……

Children of School Staff

Does the child have a parent who is a member of the school's staff? (see (ii) **after** Category 9 on page 2 of the Admissions Policy). Tick one box.	YES □ NO □	If Yes, state the full name of the parent: **……..** See Note 3 below

Declaration

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school. I understand that I must also complete the Common Application Form of my home Local Authority.

Signed…….. **Date……**

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Notes

1. Evidence of Catholic Baptism (or Reception)

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g., where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. Evidence for Catechumens

If application is being made for a place at the school for catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence for Children of School Staff

If application is being made for a place at the school for a child with a parent who has been a member of the school's staff for two or more years at the time of application, or who was recruited to fill a vacant post for which there is a demonstrable skills shortage. This does not include staff who work on the school site for other employers. You must provide the full name of the parent who works for the school on page 2 of this Supplementary Information Form above.

4. Evidence for Eastern Christian Churches, Other Christian Denominations and Other Faiths

If application is being made for a place at the school as the child is a member of an Eastern Christian Church, another Christian denomination or another faith a letter or document confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter or document should be provided at the same time as this form is returned to the school.

Checklist:

Have you?

- Enclosed a copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Stated the name of the parent who works for the school in box 3 of the 'Criteria Category' section above (where applicable).
- Enclosed a letter or document confirming membership of an Eastern Christian Church, a Christian denomination or other faith (where applicable).

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- **Completed and returned your local authority's Common Application Form?**

GDPR

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are

The Cardinal Newman Catholic Educational Trust

2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Liz Vaughan and you can contact them with questions relating to our handling of the data. You can contact them by email of liz.vaughan@stt.newmancatholictrust.com
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.

10. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints policy available on the school website.

If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

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ST TERESA'S CATHOLIC PRIMARY SCHOOL

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IN-YEAR APPLICATION FORM

PLEASE NOTE: *There is a different procedure for children with an Education, Health and Care Plan (EHCP). If your child has an EHCP, please do* ***not*** *complete this form but contact the Special Educational Needs Team of the Local Authority to apply for a place.*

CHILD DETAILS:

Full Name of Child	Surname:	Forename(s)	
Date of birth:	_ _ / _ _ / _ _ _ _	Year Group:	Gender:

Home address (*this must be the address where your child is normally resident. Evidence of address may be required*). If you're moving to a new house, you must provide independent confirmation of the new address e.g. a solicitor's letter confirming exchange of contracts and a completion date or a copy of a rental agreement.

Postcode:

When would you like this child to be admitted?	_ _ / _ _ / _ _ _ _
Is this child in the Care of a Local Authority or was this Child in Care until being adopted, made the subject of a child arrangements order or made the subject of a special guardianship order? See **Definition** below. Yes / No *(delete as applicable)*	If Yes, please give details, including who the school can contact for confirmation e.g. name of Local Authority, name of Social Worker.
Was this child in state care outside of England and then ceased to be in state care as a result of being adopted? See **Definition** below. Yes / No *(delete as applicable)*	If Yes, has a Local Authority and/or a Virtual School Head had any involvement with this child? Yes / No *(delete as applicable)* If Yes, please give details, including who the school can contact for confirmation e.g., name of Local Authority, name of Virtual School Head.

Is the child a Catholic? Yes / No *(delete as applicable)*	If Yes, you must provide a copy of a certificate of baptism or of reception into the Church. See **Supporting Evidence** below.
Is the child a Catechumen? Yes / No *(delete as applicable)*	If Yes, you must provide a copy of a certificate of reception. See **Supporting Evidence** below.

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Does the child have a parent who has been employed at the school for two or more consecutive years at the time of application, or who was recruited to fill a vacant post for which there is a demonstrable skills shortage? Yes / No (delete as applicable)	If Yes, please state the full name of the member of staff. ***Please note:*** *this does not include staff who work on the school site for other employers.*
Is the child of an Eastern Christian Church, another Christian denomination or of another faith? Yes / No (delete as applicable)	If Yes, you must provide a letter or document confirming membership of that Eastern Christian Church, Christian denomination or other faith, and signed by the appropriate minister of religion or faith leader. See **Supporting Evidence** below.
Does this child have a brother or sister attending the school? Yes / No *(delete as applicable)*	If Yes, please give the full name and date of birth.
Has the child been permanently excluded from two or more schools in the last two years? Yes/ No *(delete as applicable)*	If Yes, please give dates.
If you wish, you may give reasons for wishing your child to be admitted to the school:	

APPLICANT DETAILS:			
Your name:		Relationship to the child:	
Your address (*if different to the child's address):* Postcode:			
Daytime telephone number:	Email address:		

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Do you have parental responsibility for the child? Yes / No *(delete as applicable)* If No, please explain why you are applying, rather than a person with parental responsibility.

Supporting Evidence

1. '**Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church must be provided with your application. This will normally be a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. A looked after child living with a family where at least one of the parents is confirmed as being Catholic, will be considered as Catholic.
2. '**Catechumen'** means a member of the catechumenate of a Catholic Church. For someone to be treated as a Catechumen, written evidence must be provided with your application. This will normally be a certificate of reception into the order of catechumens.
3. **'Eastern Christian Church, Other Christian Denominations and Other Faiths'.**

A child of an **Eastern Christian Church** includes Orthodox Churches. Child of **another Christian denomination** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord 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, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

A child of **another faith** means children who are members of a religious community that does not fall within the definition of 'another Christian denomination' above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

• A religion which involves belief in more than one God, and • A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
For someone to be treated as a member of an Eastern Christian Church, another Christian denomination or another faith a letter or document confirming membership of that Eastern Christian Church, Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required.

For 1, 2 and 3 above, supporting evidence should be provided at the same time as this form is returned to the school.

Definition

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Where appropriate, the school may request parents/carers to provide evidence to confirm that a child meets this definition. **Admissions Policy**

Applicants are advised to read the school's admissions policy, that includes the oversubscription criteria that would be used if there are more applications than places available. The policy is available on the school website and from the school office.

Local Authority

This application and/or details of it may be shared with the Local Authority, as the school is legally required to notify the Local Authority of all applications it receives. Applications for Looked After and Previously Looked After Children may also be shared with any relevant Local Authority and/or Virtual Schools Head, to help determine Looked After or Previously Looked After status.

Declaration

I confirm that the details in this application are accurate.

Signature……Date……

Please return this form, and any supporting evidence if applicable, to the school using the above postal or email address.

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GDPR

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are

   The Cardinal Newman Educational Trust

2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Liz Vaughan and you can contact them with questions relating to our handling of the data. You can contact them by email to lvaughan@nstt.newmancatholictrust.com. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.

10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints policy available on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

Agreed by Governors on 12 February 2026.

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