



VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL

ADMISSION & ARRANGEMENT 2026-2027 POLICY

This Document is a statement of intent within Venerable Edward Morgan. It was developed through a process of consultation with Key stakeholders and in correspondence with the School's planning and review schedule.

This sets out a framework by which to work.

Approved On:	Autumn 2025
Next Review:	Autumn 2026
Signed:	Cllr D L Mackie

“Learn, believe, achieve”

“Dysgwch, credwch, cyflawnwch gyda'ch gilydd”



Catholic Education Service

Since 1847

VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY

2026-2027

Venerable Edward Morgan Catholic Primary 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. At a Catholic school, 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 admission arrangements.

The governing body 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 round¹. The admission authority has set the school's admission number at **40** pupils to be admitted to the reception year in the school year which begins in September, **2026**.

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 admission number.

Pupils with Individual Development Plans (see note 1)

The admission of pupils with an Individual Development Plan is dealt with by a completely separate procedure. Children with an Individual Development 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 **Queensferry and Connah's Quay**. (see notes 3&10)

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

3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above the attendance of a brother or sister at the school at the time of admission will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest available walking route. Distances are calculated using the local authority's GIS computer programme or such other programme as may be used by the local authority from time to time, which will measure the distance from **[outside the entrance to the property (house or flat)] [the nearest recognised public road access point from the property (house or flat)]²** to the nearest official school entrance. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round³, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the School's own admissions forms once applied.

If you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The School's admission Form should be returned to **the school office by 3rd January 2026**.

You will be advised of the outcome of your application on **[16th April 2026]** 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.

If you do not provide the information required in the school admissions form and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5 to 7, 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.

Admission of Children Below Compulsory School Age and Deferred Entry

The law does not require a child to start school until the start of the term following the child's fifth birthday. A child is however, 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 same school year. The effect is that the place is held for that child and is not available to be offered to another child. A child's parents must not, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for

² Please delete the words in square brackets as appropriate.

³ This is for admission to the school at the start of the school year in September and not for applications made in-year.

which the original application was accepted. 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.

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 **July 20th 2026**

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 are available places. Application should be made **via the local authority, Flintshire County council website**.

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

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Hard to Place Children

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. The admission authority has this power, even when admitting the child would mean exceeding the admission number (subject to the infant class size exceptions).

Nursery⁴

For children attending the school's nursery or any nursery provision delivered in a co-located children's centre, application to the reception class of the school must be made in the normal way, to Flintshire County Council. Attendance at the school's nursery or any nursery provision delivered in a co-located children's centre does not automatically guarantee that a place will be offered at the school.]

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 place was offered on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim or where a place was offered by the LA rather than by the admission authority in error.

Notes (these notes form part of the oversubscription criteria)

1. An Individual Development Plan is a statutory plan made by the local authority under The Additional Needs and Education Tribunal (Wales) Act 2018, specifying the special educational provision required for a child. Section 48 of the Additional Needs and Education Tribunal (Wales) Act 2018 requires the governing body of a maintained school in Wales to admit a child to the school if the school is named in the child's Individual Development Plan. Individual Development

⁴ This section should be deleted where the school does not have a nursery.

Plans will eventually replace all other statutory or non-statutory plans including any Statement of SEN. For the purposes of this policy, references to an Individual Development Plan also include any other plan currently in place which names the school.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and section 74 of the Social Services and Wellbeing (Wales) Act 2014, 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) and whom the local authority has confirmed will be looked after at the time of the child's admission to 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.

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. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

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 CYTŪN 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 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.