



Christ the Word Catholic School

Ysgol Gatholig Crist y Gair

Admissions Policy 2026-2027

Name of Policy / Procedure	Admissions Policy
Issue date / version	May 2025 / v2026-27
Review date	May 2026
GB committee responsible for the policy	Catholic Life & Mission
Staff member responsible for writing, reviewing and updating the policy	Headteacher PA
Person responsible for monitoring implementation of the policy	Chair of Catholic Life & Mission
Workload impact assessment	n/a

Teacher Workload Impact Assessment

<i>High impact:</i>	<i>Policy implemented by teachers on a daily / weekly basis</i>
<i>Medium impact:</i>	<i>Policy implemented by teachers on a monthly / termly basis</i>
<i>Low impact:</i>	<i>Policy implemented by teachers on an annual basis</i>
<i>Not applicable (n/a)</i>	<i>Policy is not implemented by teachers</i>

- ❖ This policy has been adopted for use at Ysgol Crist y Gair based on the Denbighshire Education and Children's Services model policy.

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1. Introduction

Christ the Word Catholic School is a voluntary aided Catholic School in the Diocese of Wrexham and maintained by Denbighshire County Council.

The school is run by its Governing Body as part of the Catholic Church and will be run in accordance with its Trust Deed and instrument of government, seeking at all times to be a witness to Jesus Christ. The Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities in society. High quality care, support and guidance underpin the Christ the Word Catholic School's ethos. Expert teachers and support staff encourage learners, giving them the opportunity to reach their full potential, both academically and personally. Our excellent facilities for learning create a vibrant and supportive environment.

Parents and carers who apply for a place for their child are aware that this is a faith school where learning is based on Catholic principles and values. With this in mind the Governing Body requests all parents who wish their children to attend our school respect and support the aims and ethos of the school. This does not affect the rights of parents, or children who are not of the Catholic faith who wish to apply or be considered for a place in the school. We expect all students to support the school's faith ethos and to fully support all the religious and other activities at the school.

We welcome families who are not of the Catholic faith but who wish their children to have a faith education to apply and be considered for a place.

There are two processes that parents/carers will need to note: transferring between schools and admission during the 'normal admission round'. The 'normal admission round' refers to starting school in Nursery, Reception, and Secondary (Year 7) at the start of the new academic year in September.

Parents/carers must complete an application; these are available from our website by clicking on the link below. <https://www.christtheword.co.uk/school-admissions/>

2. Admission Numbers

Having reviewed with the LA and the Diocese, the school's admissions arrangements, the Governing Body has set its admissions number for the school year commencing September 2025 as follows:

- The admission number for Nursery is 60
- The admission number for Reception is 60
- The admission number for Year 7 is 100

Children that hold a Nursery place **are not** automatically entitled to a Reception place; the relevant application form must be completed within the timetable specified in this policy. Pupils admitted to the Primary phase have **the right to** transfer automatically to the Secondary phase at the end of Year 6.

The admission number for Year 7 will be the number of vacancies available after factoring in all the Year 6 pupils. For example, if the 60 children in Year 6 chose to remain in the school for Year 7 the number of vacancies would be 40.

We will not be able to admit any further pupils into year 6 once offers of places to year 7 have been sent.

If the number of applications exceeds the admission number, the Governors will give priority to applications for both primary and secondary phase in accordance with the criteria below, provided applications are received before offers of places are made.

3. OVERSUBSCRIPTION CRITERIA FOR PRIMARY PLACES:

1. Looked after children or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Catholic siblings - children who will have a sibling in the school at the time of admission.
3. Catholic children whose home address is within the parish boundaries named for the school; Rhyl, Prestatyn and Rhuddlan, St Asaph, Denbigh and Ruthin, Abergele and Towyn.
4. Other Catholic children.
5. Children, who are baptised or dedicated members of other Christian Churches. (Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.)
6. Children of other faith traditions whose parents express a desire for a Catholic Church School education. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
7. Other Children whose parents express a desire for a Catholic Church School education.

The Governors may increase the priority of an application where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the school rather than any other school. The information will be discussed with the relevant parties within the School and Governing Body and if necessary, the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places. The fact that a child, including those with a diagnosis of Autism Spectrum Disorder, may benefit more from attending a small school is not normally sufficient to fall under this category

4. OVERSUBSCRIPTION CRITERIA FOR SECONDARY PLACES:

1. Looked after children or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Catholic siblings- children who will have a sibling in the school at the time of admission.
3. Catholic children whose home address is within the parish boundaries named for the school; Rhyl, Prestatyn and Rhuddlan, St Asaph, Denbigh and Ruthin, Abergele and Towyn.
4. For Year 7 only Catholic children who live in the primary school defined areas of Ysgol St Joseph's in Colwyn Bay, Ysgol Blessed William Davies, Llandudno and Our Lady's, Bangor.
5. Other Catholic children.
6. Children, who are baptised or dedicated members of other Christian Churches. (Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.)
7. Children of other faith traditions whose parents express a desire for a Catholic Church School education. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other Children whose parents express a desire for a Catholic Church School education.
9. The Governors may increase the priority of an application where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the school rather than any other school. The information will be discussed with the relevant parties within the School and Governing Body and if necessary, the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places. The fact that a child, including those with a diagnosis of Autism Spectrum Disorder, may benefit more from attending a small school is not normally sufficient to fall under this category

In each of the categories the Governors will give priority to those children who have a brother or sister attending the school at the time of the admission and then to those children living closest to the school determined by the shortest distance.

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The distance will be measured by the shortest driving route between the child's permanent home address and the school's main entrance. Distance will be verified using the computerised measuring system [ArcGIS](#).

Any Looked after children and children with Statement of SEN / IDP that name a specific school will be admitted before the application of oversubscription criteria.

If you are unsure whether you fulfil the admission criteria or you want further information you are invited to contact the Headteacher at the school.

5. Late Applications:

Normal Admission Round

All applications will be considered at the same time and after the relevant closing date. Applications received after that date will be **treated as late applications** and will not be considered until **after** the main allocation of places has taken place. If a good reason is provided for submitting a late application e.g. when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad – provided applications are received before offers of places are made the application will be accepted as on time. Please be aware that evidence may be required to support this information.

School Transfer applications are processed in the order in which they are received. There are no 'late' applications for the school transfer process, and children will normally only be able to transfer at the start of a new school term.

Looked after children and children with Statement of SEN that name a specific school **must** be admitted regardless of when their application was received.

6. Definition of Parents:

'Parents' include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

7. Definition of a Looked After Child:

A Looked After Child is given under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

8. Catholic Children:

For a child to be considered as Catholic evidence of a Catholic Baptism or reception into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice. Baptism should take place before the closing date for applications.

9. Catholic:

Means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest, who after consulting with the Episcopal Vicar, 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.

10. Parish Boundaries:

Rhyl, Prestatyn and Rhuddlan, St Asaph, Denbigh, Ruthin, Abergele and Towyn.

11. Home Address:

Home Address is considered to be the address where the child normally lives. **Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used, but the admission body reserve the right to request other proofs as fit the individual circumstance.** Applicants should not state a childminder's or other relative's address.

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

12. Definition of Siblings:

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year or, in the case of siblings in Year 6, where a Secondary application has been submitted for an alternative school. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of **an extended family, such as cousins, will not be treated as siblings.**

13. Multiple Birth Siblings:

Where a family of multiple birth siblings request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the others will be offered a place.

14. Waiting List:

Applicants declined a place during and outside of the normal admission round will be placed on a waiting list until 30th September of the relevant academic year. If places become available whilst on this list, the oversubscription criteria will be applied and the most eligible child will be offered the place. Only factors relevant to the oversubscription criteria will be used when making offers; the length of time a child has been on the list will not be considered, for example.

Unsuccessful applicants that apply for a school place after the school year has begun will be placed on a waiting list until the end of the relevant school term. Applicants wishing to extend the duration their child remains on the list may do so for a further school term. Applicants will not be required to complete further admission forms, though must contact Headteacher and ensure the information held is current.

15. 'In Year' applications: School Transfer

Parents wishing to apply for a school place after the academic year has begun will be required to complete a school transfer application form. This is available from our website by clicking on the link below, hard copies are available on request.

<https://www.christtheword.co.uk/school-admissions/>

Decisions will be based on the availability of space according to the published admission number and, if there are too few places available for the number of applicants, the most eligible applicants will be offered places in accordance with the oversubscription criteria. Applicants will receive notification of the Governor's decision within 15 school days (or 28 calendar days, whichever is sooner) from receipt of the application, and of their right to appeal if applicable.

16. Offer Withdrawal:

The Governors reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application and in offering the child a place, another child was wrongfully declined entry to the school. Parents may submit a fresh application for the school if their offer is withdrawn.

17. Nursery Education:

Nursery education is not statutory provision and parents have no right of appeal if they are unsuccessful in gaining a place.

18. Right to Appeal:

If the Governors do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governors not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors email admission.ctwcs@denbighshire.gov.uk

The independent Appeals Panel then meets to consider all appeals by parents who **have** been refused a place at our school. This decision is binding for all parties concerned. Parents who are unsuccessful in securing a school place will be notified in writing of the Governing Body's decision, advised of their right to appeal and how to pursue the appeal. The right to appeal does not extend to Nursery provision.

19. Appointment of Panel Members:

The independent appeal panel will conduct the hearing in accordance with the School Admission Appeals Code 2013. Once the singular or collective appeal(s) have been heard, the issued decision is binding on both the Governing Body and the parent.

20. Admission Arrangements timetable:

Admission Phase	Online application available to parents from:	Closing date for receipt of online application:	Parents informed by:
Secondary	01/09/2025	03/11/2025	02/03/2026
Reception	22/09/2025	17/11/2025	16/04/2026
Nursery	22/09/2025	16/02/2026	05/05/2026