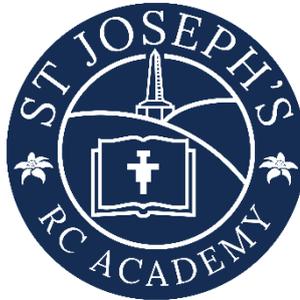




**Determined Admissions Policy for Catholic Primary
Academies in Romero Catholic Multi Academy Trust
For Admission in September 2026**

St Joseph's RC Academy



Date of Board Approval	October 2024
Version	3
Next review date	October 2025
Signed	
Responsible Officer	Chief Executive Officer

Academy	Published Admission Number	Parish	Local Authority
St Joseph's RC Academy	20	St. Joseph's, Todmorden or Good Shepherd, Mytholmroyd.	Calderdale

This policy will apply to all admissions into for the academic year 2026-27.

The Catholic Academies listed above are under the Trusteeship of the Diocese of Salford. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these Academies to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the Academy community.

Romero Catholic Multi Academy Trust is the admission authority for all the Academies in the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the Academy applied for.

Application Procedure and Timetable Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the national closing date of 15th January 2026.

In addition, all applicants wishing to apply for a place under a faith criterion should provide evidence of Catholic baptism or full communion with the Catholic Church. A supplementary form (attached to this policy) should be completed and returned to the school, together with the required evidence, by the national closing date of 15th January 2026 to each Catholic Academy for which a preference has been specified.

If you do not provide the additional required evidence for ranking in the faith criteria and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

1. ALL APPLICATIONS – HOW PLACES ARE ALLOCATED

The Local Authority forward details of all applicants to the relevant Academy local governing body. Using the information provided, each Academy local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the Academy up to the admissions number 20. When a place can be offered at more than one of the Academies or schools listed on your application, the Local Authority will offer a place at the highest preferred Academy or school where a place is available.

2. ADMISSION OF CHILDREN BELOW COMPULSORY ACADEMY AGE, DEFERRED ENTRY AND SUMMER BORN CHILDREN

If your child is offered a full-time place before s/he reaches compulsory Academy age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory Academy age. A child reaches compulsory Academy age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August. The place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends Academy part-time until the child reaches compulsory school age.

Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to Academy until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that if the request is approved (see below on decisions on applications for 'admission outside of normal age group') they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

3. ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for an Academy place for your child's normal age group and you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your home local authority.

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 Academy, the Academy local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the Academy.

Your statutory right to appeal against the refusal of a place at an Academy for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the Academy but it is not in your preferred age group.

The Academy is not required to honour a decision made by another admission authority on admission out of the normal age group.

Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle.

4. LATE APPLICATIONS

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

5. IN YEAR APPLICATIONS – APPLICATIONS DURING THE ACADEMY YEAR

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

The school/academy is responsible for the administration of the appeals process. The appeal form is available from the school website (www.st-josephs-tod.org.uk).

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 Academy days after the date of your refusal letter.

6. INFANT CLASS SIZE REGULATIONS

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher.

Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the Academy is oversubscribed and their child is refused a place.

7. APPEALS

Parents/carers have a statutory right to appeal if a child is not offered a place. This should be done by writing to the Academy setting out your grounds for appeal no later than twenty Academy days after the decision letter has been received. The appeal will be arranged on behalf of the Academy's local governing body by the appointed organisation and will be heard by an independent panel. The decision of the panel will be binding on the Academy.

8. FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable Academy as quickly as possible. This includes admitting children above the published admissions number to Academies that are already full. The Academies listed in this policy participate in the Fair Access Protocol operated by the Local Authority within which they are located.

9. APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS.

In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the Academy local governing body decides that the education of pupils in that year group will not be detrimentally affected.

10. ATTENDANCE AT NURSERY

Attendance at the Academy's nursery or a pre-Academy setting on the site of the Academy does not guarantee that a place will be offered at the Academy and does not give any priority within the oversubscription criteria. In addition, for children attending the Academy's nursery, application to the reception class of the Academy must be made in the normal way, to the local authority and using the Common Application Form.

11. FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

12. OVERSUBSCRIPTION CRITERIA

Where an Academy has more applications than places available the Academy local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Pupils with an Educational Health and Care Plan (EHCP) (see Note 1) which names the Academy will be admitted. This will reduce the number of places available.

1. A baptised Catholic 'looked after child' or a baptised Catholic child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those who appear to this admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Other Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of the relevant academy (St. Joseph's, Todmorden or Good Shepherd, Mytholmroyd.).
4. Other Baptised Catholic children.
5. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those who appear to this admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
6. Non-Catholic children who have a sibling in the school at the time of admission.
7. Children with a parent or carer who has been employed at the school for a minimum of two years prior to the closing date for applications.
8. Children with a parent/carer who regularly worships in a church which is in full membership of Churches Together in England or the Evangelical Alliance. Confirmation in writing from an appropriate Minister of Religion is required as evidence.
9. All remaining applicants.

14. HOME ADDRESS

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. Where a child is part of shared parenting arrangements, the address where they spend the majority of their time at the time of application, will be used.

15. WAITING LISTS

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until 31 December of the relevant year.

In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. (See below)

16. DISTANCE MEASUREMENT

The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure.

If Governors are unable to distinguish between applicants using the published criteria (eg. Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw.

The distance measure is a straight-line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by Ordnance Survey data).

17. TIE-BREAKER

Where there are places available for some, but not all applicants within a particular criterion, allocation will be made on a random basis with lots drawn.

18. NOTES (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

1. An Education, Health and Care Plan (EHCP), 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 is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to an Academy.
3. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
4. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
5. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
6. 'Catholic' means a member of a Church in full communion with the See of Rome. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).
7. For a child to be ranked as Catholic within the oversubscription criteria 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.
8. Definition of Sibling: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

SUPPLEMENTARY ADMISSION FORM

In order for the Governors to have the fullest information when considering admissions, it is requested that this sheet is returned directly to the school by the closing date stipulated by Lancashire County Council (15 January 2026). It will be used in the allocation process, strictly in accordance with our Admission Policy.

Please note: This is a SUPPLEMENTARY Admissions form, and you are still required to complete your Local Authority admission online.

Data Protection: The school is registered under the Data Protection Act 2018 and General Data Protection Regulations (GDPR) for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the Department of Education. Please see the Privacy Notice on the school website.

Name of School Applying for:	
General Information	
Name of Child	
Date of Birth	
Address	
Telephone	
E-mail address	
Faith Application	
Has your child been baptised into the Roman Catholic Church?	Yes / No
Please attach evidence of your child's Catholicism e.g. Baptism Certificate	
Name of Church where child was baptised and date	
Children with a parent/carer who regularly worships in a church which is full membership of Churches Together in England or the Evangelical Alliance. (If not Catholic)	Yes / No
Please attach evidence confirmation in writing from an appropriate Minister or Religion	
Looked after children	
Is the child looked after/previously looked by the Local Authority	Yes / No
Please state the Local Authority	
Sibling at school	
Do you already have a child attending the academy? If yes, please complete below	Yes / No
Name of sibling:	Year group:
Name of sibling:	Year group:
Parent is an employee of the academy	
Is a parent of the child currently employed at the academy? If yes, please complete below	Yes / No
Name of staff member:	
Date employment began:	

Signed: _____ Parent Date: _____

Name: _____ Parent