



## **St. Illtyd's Catholic High School**

# **Policy for the Admission of Students into Year 7 September 2025**

| <b>Role</b>                    | <b>Name(s)</b>                 |
|--------------------------------|--------------------------------|
| Head of Centre                 | David B Thomas                 |
| SLT Lead                       | David B Thomas                 |
| Date adopted by Governing Body | 26 <sup>th</sup> February 2024 |
| Review date                    | February 2025                  |

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The Governing Body has responsibility for admissions to the school. 176 students are admitted to Year 7 each September.

This policy describes how places will be allocated in Year 7 in 2025. It describes how parents should make an application for a place at St. Illtyd's Catholic High School and also outlines priority criteria which will be used in the event of the governors receiving more applications than there are places available.

**St. Illtyd's Catholic High School is a voluntary aided Catholic school which operates within the overall provision of the Archdiocese of Cardiff. The Governors aim to offer a Catholic education and require that any parents applying for places for their children will support the Catholic character and ethos of the school. Nevertheless, the school fully respects the beliefs of parents and children from all denominations and faith backgrounds. Students at St. Illtyd's are taught respect and tolerance for others and there is provision in the religious education programme for learning about different faiths.**

**St. Illtyd's Catholic High School was established to serve the Catholic community in the East of Cardiff. The school offers secondary educational continuity to children drawn from its Catholic partner primary schools who wish to transfer at 11+. These children normally reside in the Catholic parish boundaries of the geographical area situated east of the river Taff and within the south of the city (see below):**

**Designated Parish**

Blessed Sacrament  
St. Alban's  
St. Cadoc's  
St. Cuthbert's  
St. David's Cathedral  
St. John Lloyd  
St. Peter's

**Designated Catholic Primary**

St. Alban's  
St. Cadoc's  
St. Cuthbert's  
St. John Lloyd  
St. Peter's

**Procedures for Admission**

**All applications for places must be made online at: [www.stillyds.org.uk/admissions](http://www.stillyds.org.uk/admissions)**

**The Governing Body is the admissions authority and therefore responsible for the allocation of all places at St. Illtyd's Catholic High School.**

Priority is given to applications received by the published closing date of Monday 18 November 2024. In the event there are more applications than the published standard admission number, late applications will be considered in order of priority after those applications received on time. A waiting list will be held until September 30<sup>th</sup> 2025.

We want parents to make an informed choice about secondary school and we encourage families to visit our school in order to find out more about our learning at St. Illtyd's Catholic High School. However, your visit will not form part of the process of deciding which children will be offered a place.

The Governors will accept applications for entry to Year 7 in September 2025 on behalf of children born between September 1<sup>st</sup> 2013 and August 31<sup>st</sup> 2014.

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Mid year applications for any year group will be considered under the same policy and over subscription criteria.

### **Admissions Categories**

176 students will be admitted to Year 7 in September 2025. Where there are more than 176 applications, then 176 places will be allocated to the children of parents whose initial applications were received by the closing date. Applications will be considered in the following order of priority:

| <b>CATEGORY NUMBER</b> | <b>DESCRIPTION</b>   | <b>EVIDENCE REQUIRED</b>   |
|------------------------|--|--|
| 1                      | Looked After Children (presently or previously)  | Notification from Local Authority  |
| 2                      | Baptised Catholic children who attend a designated Catholic Primary School   | A copy of the Baptismal Certificate  |
| 3                      | Baptised Catholic children who are not enrolled at a designated Catholic Primary School and reside in the catchment area   | A copy of the Baptismal Certificate.   |
| 4                      | Baptised Catholic brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school. | A copy of the Baptismal Certificate  |
| 5                      | Other baptised Catholic children   | A copy of the Baptismal Certificate.   |
| 6                      | Children of other denominations, who have an older sibling on roll as of 1 <sup>st</sup> September 2025  | Name and form group of sibling.  |
| 7                      | Non-Catholic children who attend a designated Catholic Primary School.   | Confirmation from primary school   |
| 8                      | Children of other Christian denominations whose parents attend a church.   | Evidence in writing of practice of worship from a Priest, Minister or recognised Pastor. |
| 9                      | Children from a non-faith background whose parents wish them to be educated in a Roman Catholic School.  | Letter written by parent/carer stating reason for application                            |

10. The governors may admit any child without regard to the above criteria (but not so as to give priority over any applicant in category 1) whose application shows exceptional medical reasons. Evidence in statement form supported with any documents such as a medical report or letter in support from a doctor or other health or social services professional must be supplied with the application. The application shall explain why St. Illtyd's is most suitable and describe the difficulties if required to attend a different school.

\* In all categories a copy of the birth certificate must be provided.\*

### **Notes**

In the event that there are more applicants than places available within a category, the direct distance of the child's home to the school will be the determining factor. Distance will be

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measured by GPS information available at the time from the front door of the child's home address (including flats) to the main entrance of the school.

If there are more applicants than places then those who are not admitted and make request will be placed onto a waiting list until September 30<sup>th</sup> 2025. Order on the waiting list will be determined by the oversubscription policy. This process applies to secondary school transfer from primary school only.

In-year admissions will be considered by category at the time of each meeting.

In the case of children who are asylum seekers or refugees (where there may be no paper evidence of baptism or commitment to another denomination or faith) evidence may be sought from a relevant agency or otherwise.

For the purpose of this policy a "sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carers partner, and in every case, the child should be living in the same family unit at the same address.

Parents who are not offered a place for their child have the statutory right to an appeal hearing before an independent panel. Parents wishing to appeal should do so in writing. The appeal should be sent to the Clerk to the Governors within 14 days of notification of the decision not to admit.

### **How to Apply**

Through our online system for Year 6 applications only [www.stillyds.org.uk/applications](http://www.stillyds.org.uk/applications)

For in-year applications an application form is available from our website [www.stillyds.org.uk](http://www.stillyds.org.uk)

The Governing Body Admissions Panel will meet to determine Admissions through the application of the oversubscription criteria. Applicants will be informed via email of the outcome of the Admissions Panel meeting on 1<sup>st</sup> March 2025.

### **Right of Appeal**

Parents who are not offered a place have the statutory right to appeal against the decision of Governing Bodies in the matter of school admissions. The Appeal's Panel is entirely independent of the Governors and of the Local Authority.

An Appeal Form can be obtained from the school office. This should be completed and returned to the Clerk to the Governors within 14 days of notification of the decision not to admit. The Appeals Panel will then meet to consider the Appeal and any supplementary information provided within 30 days of the receipt of the appeal.