

# ST JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL

## *School Mission Statement*

**“Learning and Growing Together in Christ”**

*“As a Catholic School we aim to develop a Christian Community which believes in and affirms the dignity and value of the individual and encourages its members to develop their potential in terms of knowledge, understanding, spiritual, moral, cultural and physical awareness”.*

ST JOHN LLOYD  
CATHOLIC SCHOOL



## **ADMISSIONS AND OVERSUBSCRIPTION POLICY**

Reviewed by Governors OCTOBER 2023

The Admission and oversubscription Policy of the Governors of St John Lloyd Catholic Comprehensive School is as follows:

Admissions Policy and Oversubscription Criteria for **2022-2023**

*Indicated Admission Number 105 School Capacity Number 525<sup>1</sup>*

*St John Lloyd Catholic Comprehensive School will act in accordance with all relevant provisions of the statutory codes of practice (the Welsh Assembly Government School Admissions Code and the School Admission Appeals Code of Practice 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.*

*Reference in the codes to “admission authorities” shall be deemed to be references to the Voluntary Aided Governing Body of St John Lloyd Catholic Comprehensive School. References to “the Local Authority” or “LA” shall be deemed to be references to Carmarthenshire County Borough Council. In particular, St John Lloyd Catholic Comprehensive School will have regard to Diocese of Menevia advice and will participate in the co-ordinated admission arrangements operated by the Local Authority.*

*In line with Carmarthenshire County Council school admission policies application for admission to John Lloyd Catholic Comprehensive School will be made in line with parental preference.*

*The Indicated Admission Number is 105  
Accordingly St John Lloyd Catholic Comprehensive School Governing Body, as the admitting authority, will, if there are more applications than places available, admit according to the oversubscription criteria in the relevant age group.*

St John Lloyd School has a Catholic ethos. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is governed 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 Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

**This does not affect the right of parents who are not of the faith of this school or of no faith background to apply for and be considered for a place here. Indeed the School welcomes and encourages applications from all families.**

**Anyone expressing an interest in admission must complete the School’s application Form (Appendix I) and return it to the School Office by the deadline set in the Prospectus. Parents must also complete the County on-line application.**

The School’s Admission Number is 105.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed.

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**In all categories the governors will give priority to those who have siblings (see Note 1 below) attending St John Lloyd Catholic Comprehensive School and then to those children living closest to the school determined by shortest distance (see Note 2).**

1. Baptised Catholic children (see Note 3 below) who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children with a statement of Additional Learning Needs who have named St John Lloyd School.

2. Non-Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children with a statement of Additional Learning Needs who have named St John Lloyd School. (see Note 4).

3. Baptised Catholic children who currently attend a designated Catholic feeder school (see Note 5 below).

4. Baptised Catholic children who currently live in the parish area of a designated Catholic feeder school who are not currently attending the designated Catholic feeder school (see note 4 below).

5. Baptised Church in Wales children.

6. Other non baptised children who currently attend a designated Catholic feeder school.

7. Other non baptised children who attend Church in Wales schools

8. Other Non-Catholic children from other primary schools. **The governors will give priority to those who have siblings (see Note 1 below) attending St John Lloyd Catholic Comprehensive School and then to those children living closest to the school determined by shortest distance (see Note 2).**

### **Note 1**

The definition of a sibling is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children

The children must be living permanently in the same household. Priority will be given to quads/triplets/twins to avoid splitting the family.

### **Note 2**

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school, (the main pedestrian gate above the steps). The local authority uses a computerised system, which

measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. **See above**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

### **Note 3**

In all categories, for a child to be considered as a Catholic, evidence of Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see Appendix II. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest. Where there is evidence **in writing confirming that a course of preparation for baptism has begun, confirmation of this by the Parish Priest will suffice.**

*(This will reduce the number of places available to other applicants)*

### Note 4

*LAC Children - This will reduce the number of places available to other applicants.*

### **Note 5**

The designated feeder schools for St John Lloyd Catholic Comprehensive School are:

St Mary's Catholic Primary School, Llanelli

St Mary's Catholic Primary School, Carmarthen

Pentip Church in Wales Primary School, Llanelli

The parish areas for the feeder schools are as follows:

Our Lady Queen of Peace Church, Llanelli

St Mary's Church, Carmarthen

## **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing (completing the Application Appeals Form – Appendix III) and return it to school for the attention of the Clerk of Governors. Appeals will be heard by an independent panel.

All appeals on pupil admissions to maintained schools must be carried out in accordance with current government legislation. In Wales, it is the Welsh Government's 2013 *School Admissions Appeals Code* (available at: <http://gov.wales/docs/dcells/publications/131219-school-admission-appeals-code-en.pdf>)

Once the parent's appeal form has been received, an acknowledgement letter will be sent from the school. The governors must make arrangements for the appeal to be heard within 30 school days of the closing date for receipt of appeals. Parents will be given 14 days (10 working days') notice of the date and place of the appeal hearing. This letter will also include:

- guidance on the appeals process;
- the parent's right to attend the hearing and be accompanied if they wish;
- At least three days before the hearing, the names of the panel members and the clerk will be sent to the parents along with a written statement from the governors detailing the reasons the application for a place was refused.

There are usually three people on the Appeal Panel as well as the Clerk to the Panel.

Order of the hearing:

1. Introductions.
2. The governors' representative will explain why the place has been refused.
3. The parent may ask questions of the governor.
4. The Appeal Panel may also ask governors' representative questions.
5. The parent will be asked to explain the reasons for wanting a place.
6. The governors' representative will be able to ask questions of the parent.
7. The Appeal Panel may also ask the parent questions.
8. The governors' representative will sum up their case.
9. Parents will have the opportunity to make any final points and sum up the case.
10. The parents and governor leave the hearing allowing the panel to reach a decision in private.

When there are a number of appeals, the Appeals Panel may hear the case in one of two ways:

- Grouped appeals: the school's case is heard once for the first stage of the appeal. In this scenario the presenting officer presents a general case (the factual stage) in the presence of all appellants (and any representatives) who may question the case. If the panel concludes that 'prejudice' exists, it will be necessary to move to the second stage. At this stage the appeals of the individual appellants must be heard individually without the presence of the others and decisions must not be taken until all the appeals have been heard.
- Individual appeals: the school presents the case, followed by the individual appellants' case. In these circumstances, it will be necessary for the panel to hear the school's case repeatedly.

As with other appeals, multiple appeals are heard in two stages:

- First: the panel must assess:

- whether admitting all the appellants would cause prejudice to efficient education or the efficient use of resources, and
- whether each child or young person would have been offered a place if the admission arrangements had been properly implemented.

If the panel finds that admission of the children would not cause prejudice or that they would have been offered a place if admission arrangements had been properly applied, their appeals must be upheld. Further information and guidance on this stage can be found in the *School Admission Appeals Code* (2013).

Following the hearing, the Clerk to the Appeal Panel must write to parents as soon as possible (usually within 7 days) to inform them of the result of the appeal. Schools will also be notified of the result.

### **REPEAT APPLICATIONS**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

### **CHANGE OF PREFERENCE**

Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools.

All requests to change preferences should be made in writing to the Local Authority and school.

Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.

### **MID YEAR TRANSFER APPLICATIONS**

Applications for transfer to the school from another secondary school during the academic year should be made using the specific Schools Transfer Application Form (Appendix IV). The Governing Body Admissions Panel will consider each application. If the number requesting transfer exceeds available places, the Oversubscription Criteria will be used to determine successful applicants.

Parents have a right of appeal against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Chair of Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the *School Admission Appeals Code*.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the right of access to personal information held about them, and also the right for any errors to be corrected.

The Governing Body will assess applications for admission to the school, using the information provided on the School Place Application Form. Where the number of applications is equal to or less than the admissions number, all applications will be accepted. Where the number of applications exceeds the number of places available, the Admissions Panel of the Governing Body will apply the following oversubscription criteria and allocate places accordingly.

### **WAITING LISTS**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

The Local Authority will send Voluntary Aided and foundation schools their waiting lists following the offer of school places.

*Waiting lists for admission will remain open until the 30<sup>th</sup> September.*

**ST. JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL**  
**APPLICATION FOR ADMISSION: Year 7 Application**

Pupil's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No \_\_\_\_\_ Male / Female \_\_\_\_\_

Email Address \_\_\_\_\_

Relationship to Pupil \_\_\_\_\_

Initial and Surname of Parents / Carer \_\_\_\_\_

Current school \_\_\_\_\_

**St. John Lloyd is a fully inclusive school and we accept pupils from all faiths, backgrounds and primary schools.**

Is your child? Catholic  Church in Wales  Other Christian  Other Faith  No Faith

If 'Other Christian' or 'Other Faith', please state which \_\_\_\_\_

If your child has been baptised, date and place of baptism \_\_\_\_\_

(If your child is baptised (Catholic or non-Catholic) please attach a copy of their certificate)

Has your child received his/her first Holy Communion? Yes/No

Do you have a regular place of worship? Yes/No

The name of our priest/ vicar/minister is \_\_\_\_\_

Is your child under the care of the local authority (LAC)? Yes / No

Does your child have a Statement of Additional Learning Needs? Yes / No

Is this application being made for medical reasons? Yes / No

Names of brothers / sisters already attending St. John Lloyd

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_ Year: \_\_\_\_\_

***In seeking a place for our child at the school, we shall:***

- **support the Christian ethos;**
- **ensure regular, punctual, attendance, in full school uniform**
- **encourage and support hard work, praising effort as well as success**
- **support the school's policies and rules for good behaviour**

Signed \_\_\_\_\_ Parent/Carer Date \_\_\_\_\_



## Appendix II

# DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

## WRITTEN EVIDENCE OF BAPTISM

*The Governing Bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.*

*Those who would 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 their parish priest who, after consulting the Vicar General, 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.*

*Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.*

*Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. 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.)*

**Appendix III**

**ST JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL  
APPEAL APPLICATION FORM**

**Please complete this form and return it to the School.**

**Full Name of Child:**

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**Date of Birth:**

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**Parent/Guardian Full Name (s):**

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**Home Address:**

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**Post Code:**

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**Telephone Numbers:**

**Mobile:**

**Home:**

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**Present School:**

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**Do you need an interpreter? Yes  No**

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**APPEAL AGAINST REFUSAL OF ADMISSION**

**I wish to appeal against the decision not to offer my child a place at St John Lloyd Catholic Comprehensive School because:**

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**ST. JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL  
APPLICATION FOR ADMISSION: MID YEAR TRANSFER**

Pupil's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No \_\_\_\_\_ Male / Female \_\_\_\_\_

Email Address \_\_\_\_\_

Relationship to Pupil \_\_\_\_\_

Initial and Surname of Parents / Carer \_\_\_\_\_

Current school \_\_\_\_\_

**St. John Lloyd is a fully inclusive school and we accept pupils from all faiths, backgrounds and primary schools.**

Is your child? Catholic  Church in Wales  Other Christian  Other Faith  No Faith

If 'Other Christian' or 'Other Faith', please state which \_\_\_\_\_

If your child has been baptised, date and place of baptism \_\_\_\_\_

(If your child is baptised (Catholic or non-Catholic) please attach a copy of their certificate)

Has your child received his/her first Holy Communion? Yes/No

Do you have a regular place of worship? Yes/No

The name of our priest/ vicar/minister is \_\_\_\_\_

Is your child under the care of the local authority (LAC)? Yes / No

Does your child have a Statement of Additional Learning Needs? Yes / No

Is this application being made for medical reasons? Yes / No

Names of brothers / sisters already attending St. John Lloyd

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_ Year: \_\_\_\_\_

***In seeking a place for our child at the school, we shall:***

- support the Christian ethos;
- ensure regular, punctual, attendance, in full school uniform
- encourage and support hard work, praising effort as well as success
- support the school's policies and rules for good behaviour

Signed \_\_\_\_\_ Parent/Carer Date \_\_\_\_\_