



Diocese of Leeds

## **ST MATTHEW'S CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2026-2027**

St Matthew's 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 academy company as part of the Catholic Church in accordance with its trust deed and articles of association 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 Blessed Christopher Wharton Catholic Academy Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 30 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 PAN.

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care 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 with a sibling(s) who attends St Matthew's Catholic Primary School (see note 5)



3. Catholic children who live in the defined area. (see note 7)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children with a sibling who attends St Matthew's Catholic Primary School (see note 2 & 5)
6. Other looked after and previously looked after children. (see note 2)
7. Members of an Eastern Christian Church. (see notes 4)
8. Other children with a sibling(s) who attends St Matthew's Catholic Primary School (see note 5)
9. Any other children.

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. 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**

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority by 15 January 2026 Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15 January 2026 to the school at St Matthew's. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

You will be advised of the outcome of your application on 16<sup>th</sup> April 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. (Details of the appeals process can be found on the school website).

### **Late Applications**

If you return the Common Preference Form after the deadline, we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Primary Co-ordinated scheme.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is 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 school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. 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.

### **Admission of Children outside their Normal Age Group**

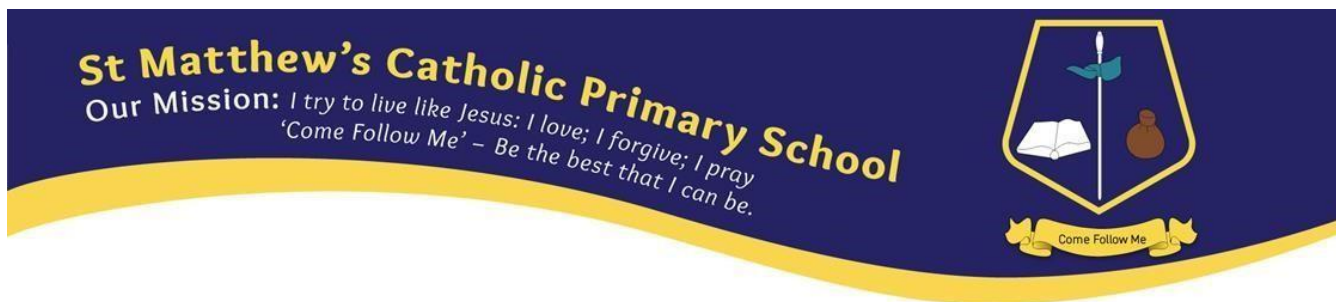
A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher at St Matthew's Catholic Primary School at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. 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 school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **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 the end of the academic year.

**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. Such applications will be dealt with directly by St. Matthew's Catholic Primary School.

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.

### **Fair Access Protocol**

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 PAN (subject to the infant class size exceptions).

**Nursery** For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery 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 offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. An Education, Health and Care Plan 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' has the same meaning as in section 22(1) of the Children Act 1989 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) at the time of making an application to the 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.

4. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. Sibling(s) (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, living at the same address, and in attendance at the same school on the date of admission.
  - (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.
6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
7. A defined area is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Defined area maps are available on the school website.



8. 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.



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A CATHOLIC SCHOOL

### SUPPLEMENTARY INFORMATION FORM 2026/27

- The school to which you are applying is a Catholic Academy. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- The Trust board has responsibility for admissions to the school. In order to apply the school's oversubscription criteria, the Academy Council requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. ***Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

<b>Full name of child (including surname)</b>	
<b>Date of birth</b>	



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'Come Follow Me' – Be the best that I can be.*



<b>Child's permanent address including postcode</b>	
<b>Contact telephone number(s)</b>	

<b>Full name of parent/carer</b>	<b>Relationship to child</b>

<b>If, at the time of admission, you will have other children attending this school, please provide details below:</b>	
<b>Full name(s)</b>	<b>Date(s) of birth</b>

<b>Date of baptism</b> <i>(You must attach proof of baptism i.e. baptism certificate or a letter from your priest)</i>		<b>Place of baptism and address</b>	
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## CATHOLIC CHILDREN

If you think that your application should be considered under category 1-4 then you must supply the information below and attach the evidence requested.

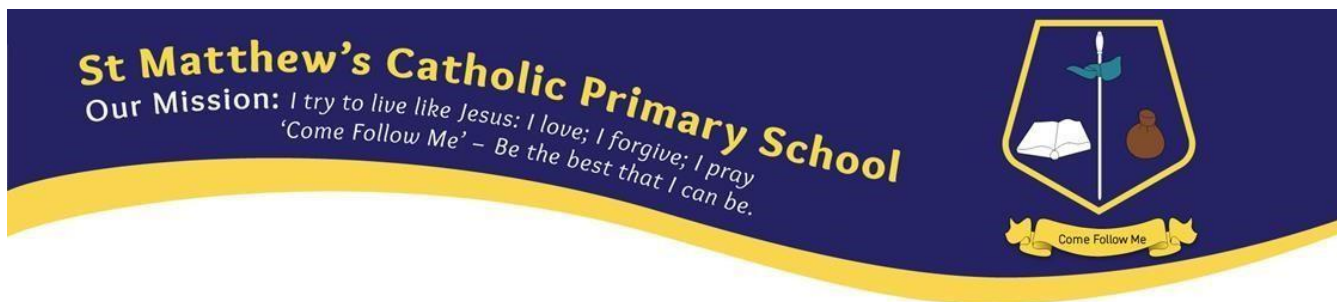
## EASTERN CHRISTIAN CHURCH

If you think that your application should be considered under category 7 then you must supply evidence of baptism as requested in the admission policy.

<b>Date of Baptism</b> <i>(You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)</i>		<b>Place of Baptism and address</b>	
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<b>Name of your parish priest</b>	
<b>Name of Eastern Christian Church of which you are a member</b>	

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Council may withdraw any offer of a place even if the child has already started school.**

Signed..... Date.....

***Please return your completed form to the school.***

<b><i>For school use only</i></b>	
Date SIF received .....	
Verification of baptism .....	Year Group .....

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.



1. We are St Matthew's Catholic Primary School, Saffron Drive, Allerton, Bradford, Bd15 7NE



2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Richard Lewis-Ogden and you can contact them with questions relating to our handling of the data. You can contact them by emailing [Richard@bywaterkent.co.uk](mailto:Richard@bywaterkent.co.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).

Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).

8. If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about individual rights you can refer to the school's privacy notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure which can be found on our school website. If you are unhappy with how your complaint has been





handled, you can contact the Information Commissioners Office via their website at:  
<https://ico.org.uk/>.

### **Notes Evidence of Catholic Baptism**

If an application is being made for a place at the school/academy for Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. 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. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

### **Evidence of Membership of an Eastern Christian Church**

If an application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

### **Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Copy of baptism or certificate of reception into the Eastern Christian Church (where applicable).

Have you completed and returned your local authority's Common Application Form?



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