

St Paul's Catholic Primary School is part of Lumen Christi Catholic Multi Academy. The admissions authority for the school is the Board of Directors of Lumen Christi who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the School Standards Committee of St Paul's Catholic Primary School.

The admissions process for St Paul's Catholic Primary School is part of the Birmingham Local Authority co-ordinated admissions scheme. To apply for a place at St Paul's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Paul's Catholic Primary School on the application form. Applications need to be made by 15<sup>th</sup> January 2026. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16<sup>th</sup> April 2026, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The 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 Board of Directors as part of the Catholic Church in accordance with its 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.

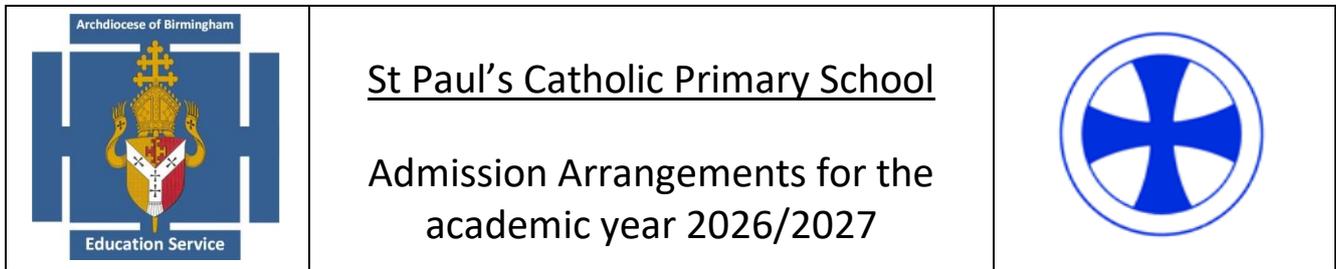
The School Standards Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The School Standards Committee has set its Published Admission Number ("PAN") at 30 pupils to be admitted to the Reception class in the school year which begins in September 2026. (See Note 1 below).

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the School Standards Committee will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2026/2027.

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### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of St Paul's, Kings Norton who have a brother or sister (see Note 4 below) attending St Paul's Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Paul's, Kings Norton.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Paul's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see Note 2 below) of a member of staff (see Note 6 below) working for St Paul's Catholic Primary School at the time of admission
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Paul's Catholic Primary School at the time of admission.
9. Non-Catholic children (see Note 2 below) of a member of staff (see Note 6 below) working for St Paul's Catholic Primary School at the time of admission.
10. Non-Catholic children.

#### **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.

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.

#### **Note 2**

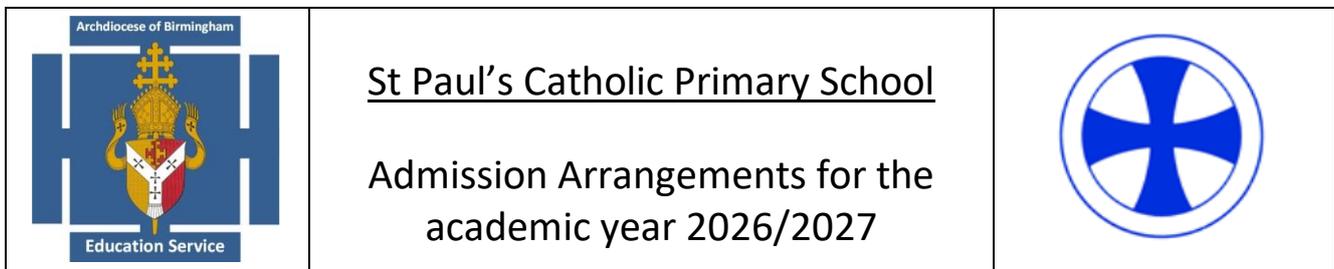
In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

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The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2026/2027 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2027.

**APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the School Standards Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The School Standards Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the School Standards Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the School Standards Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2027, then the original application is withdrawn and the parents must submit a fresh application for Reception 2027 when applications open in the autumn term of 2026. Please note that parents only have the right to re-apply for a place. Where the School Standards Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

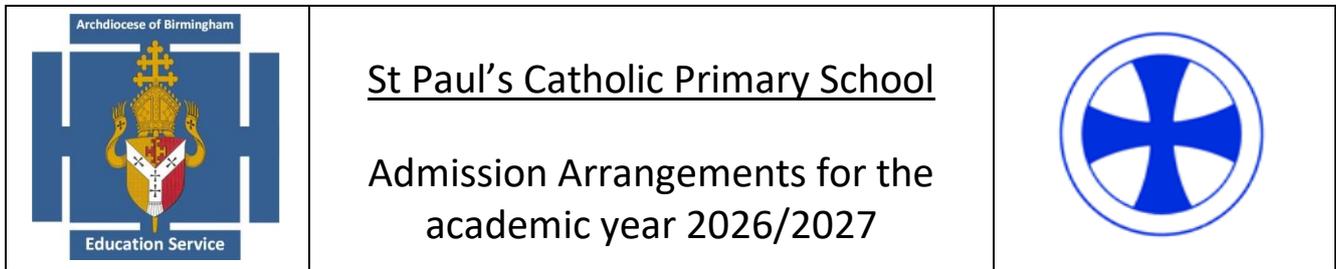
If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

**APPLICATIONS FROM CHILDREN CURRENTLY ATTENDING ST PAUL'S NURSERY**

Attendance at St Paul's Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Paul's Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be

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considered against the oversubscription criteria by the School Standards Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### APPEALS

Parents who wish to appeal against the decision of the School Standards Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the School Standards Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the School Standards Committee have offered a place in the normal age group instead.

### FURTHER APPLICATIONS AND FURTHER APPEALS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the School Standards Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that in exceptional circumstances applications submitted to Birmingham local authority after the final closing date, but before the date that Birmingham local authority forwards the applications to the appropriate admission authority for consideration, may be considered at the same time as those which were received by the final closing date. Discretion will be used when considering the individual circumstances. For example where:

- There were exceptional reasons which prevented the parent from applying by the closing date.
- A child and the parent have moved home.
- Where the parent has been contacted regarding the information contained within their application, for example, an incomplete application or potentially misleading information requiring further investigation.

All late applications received after the date that Birmingham local authority forwards the applications to the appropriate admission authority for consideration, but before the offer of places, will only be considered after those applications which were received on time have been considered. Such applications may therefore be less likely to be offered a place. All late applications received after the offer of places will be considered. In the event that St Paul's Catholic Primary School is undersubscribed, a place will be offered. Applications made on or after the start of the Autumn Term 2026 will need to be submitted directly to the school and will be treated as an in-year application.

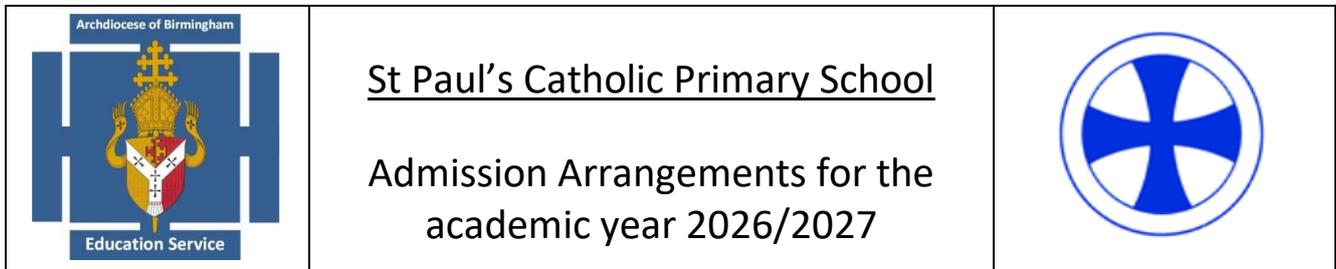
You are encouraged to ensure that your application is received on time.

### CHANGE IN PREFERENCE

Parents can submit changes of preferences from 1<sup>st</sup> October 2025 up until the closing date 15<sup>th</sup> January 2026 and the family's latest change in preferences up until the closing date will be the application that is processed. Any late changes of preferences received after 15<sup>th</sup> January 2026 no matter the family's circumstances, will not be processed until after the offer of places on 16<sup>th</sup> April 2026 (or next working day). Parents in Birmingham

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are restricted to a maximum of three live preferences at a time, it is therefore important that parents visit [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions) for further information of the implications of making late changes of preferences.

### **WAITING LIST**

In addition to their right to appeal, children who have not been offered a place at St Paul's Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2027 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **IN YEAR FAIR ACCESS PROTOCOL**

The School Standards Committee of St Paul's Catholic Primary 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 School Standards Committee is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The School Standards Committee has this power, even when admitting the child would mean exceeding the Published Admission Number (subject to the infant class size exceptions).

### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)**

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 places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://www.stpaulrc.bham.sch.uk/key-information/admissions>

To apply for a place at St Paul's Catholic Primary School in-year, parents will be required to complete Birmingham Local Authority's In-Year Application Form and return it directly to the school, ensuring that any required supplementary information is also attached.

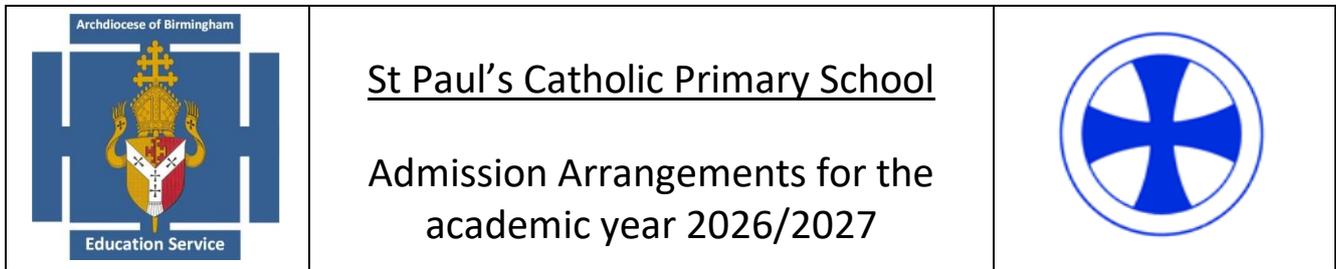
If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the School Standards Committee's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

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**APPENDIX**

**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. 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 *Rite 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 and Boards of Directors of Catholic Academies 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 Catholic Baptism/Reception 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/Reception 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/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors 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.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

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	<p><u>St Paul's Catholic Primary School</u></p> <p>Admission Arrangements for the academic year 2026/2027</p>	
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## Supplementary Information Form

The ethos of this school is Catholic. The 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 Board of Directors as part of the Catholic Church in accordance with its 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 application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	
Child's current school:	

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	<p><u>St Paul's Catholic Primary School</u></p> <p>Admission Arrangements for the academic year 2026/2027</p>	
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Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	
Does the application relate to the child of a member of staff employed by the school?	Yes		No	
Staff member's name.....				

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the School Standards Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete which is available at <https://www.birmingham.gov.uk/schooladmissions>. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the School Standards Committee to rank applicants using the published oversubscription criteria:

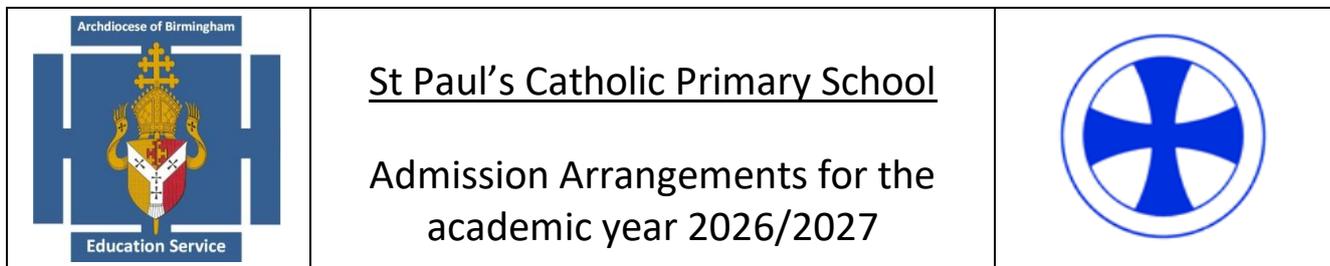
This Supplementary Information Form must be returned directly to St Paul's Catholic Primary School at Sisefield Road, Kings Norton, Birmingham, B38 9JB by 15<sup>th</sup> January 2026.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (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 for on this form.

1. We are St Paul's Catholic Primary School at Sisefield Road, Kings Norton, Birmingham, B38 9JB.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Peter Smith and you can contact them with questions relating to our handling of the data. You can contact them via email at [office@lumenchristi.org.uk](mailto:office@lumenchristi.org.uk)

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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 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 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 GDPR).
8. If the application is successful, the information you have provided on this 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 your individual rights you can refer to the school's fair processing 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 writing to Peter Smith via email at [office@lumenchristi.org.uk](mailto:office@lumenchristi.org.uk). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**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 School Standards Committee may withdraw any offer of a place even if the child has already started school.**

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

Print Name .....

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