



|   |                     |
|---|---------------------|
| Application form for admission<br>from September 2021 | For office use only |
|---|---------------------|

Name of student

***Please enclose original birth certificate***

Surname: .....

Forenames: .....

Date of Birth: ..... Gender: Male/Female  
(please circle)

Student's Main Address: .....

.....

.....

Postcode: .....

Telephone No: .....

**Please enclose proof of student's main address i.e. Council Tax bill  
or utility bill dated within the last three months.**

|   |
|---|
| <p>Name of Parent/Carer:</p> <p>.....</p> <p>Address: (if different from above)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode:</p> <p>.....</p> <p>Telephone No: .....</p> <p>Email:</p> <p>.....</p> <p>Please state your relationship to the prospective student:.....</p> |
|---|

|   |
|---|
| <p>Name of Parent/Carer:</p> <p>.....</p> <p>Address: (if different from above)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode:</p> <p>.....</p> <p>Telephone No: .....</p> <p>Email:</p> <p>.....</p> <p>Please state your relationship to the prospective student:.....</p> |
|---|

Current School

(please tick the appropriate box)

|                         |  |                   |  |            |  |
|-------------------------|--|-------------------|--|------------|--|
| St Joseph's Penarth     |  | St Helen's, Barry |  | St Andrews |  |
| All Saints              |  | Gwenfo            |  |            |  |
| Other (please specify): |  |                   |  |            |  |

|                                      |     |  |    |  |
|--------------------------------------|-----|--|----|--|
| Do you have Parental Responsibility? | YES |  | NO |  |
|--------------------------------------|-----|--|----|--|

If you have answered NO please explain the reasons for your application.

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|   |     |  |    |  |
|---|-----|--|----|--|
| Is your child currently, or previously been in, the care of the Local Authority (LAC)?<br>(Please submit evidence ie <b>Local Authority Care Order.</b> ) | YES |  | NO |  |
|---|-----|--|----|--|

|  |     |  |    |  |
|--|-----|--|----|--|
| Does your child have a statement of Educational Need that stipulates St Richard Gwyn as the designated secondary school?<br>(Please submit evidence ie <b>Educational Needs Statement.</b> ) | YES |  | NO |  |
|--|-----|--|----|--|

The prospective student is:

(please tick the appropriate box)

- a) A baptised Roman Catholic
- b) A member of a Christian denomination
- c) A member of another faith group

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
| YES |  | NO |  |
| YES |  | NO |  |

If you have answered YES to a, b, or c above, please enclose either an **original baptism certificate, christening certificate or other initiation certificate**. Evidence may be obtained from the venue where the initiation was held.

Does the prospective student have a brother, half-brother, sister or half-sister currently attending St Richard Gwyn?

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

Name: ..... Current year group: .....

Please explain why you are seeking an education for your child at St Richard Gwyn Catholic High School

A series of horizontal dotted lines intended for a student to write their response.

Please continue below if necessary. If not move to page 5.

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Attach additional sheets if necessary.

Is St Richard Gwyn Catholic High School the only school to which you have applied?

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

*(Please note school admission authorities share information; false information will make your application null and void.)*

In which of the categories 1- 8 listed in our Oversubscription Criteria for entry do you wish your application to be considered? (see page 6)

To the best of my knowledge the information provided on this application form is correct.

Signed: ..... (parent/carer) Date: .....

Name (block capitals) .....

If you need help to complete this form, please contact the school.

**Original Documents Enclosed Include:**

**Name of Student**.....

**Note to families: please use the table below to check that the required evidence is enclosed with the application form prior to submission**

| <b>Category of Application</b> |  | <b>Enclosed (please tick)</b> | <b>School use only</b> |
|--------------------------------|--|-------------------------------|------------------------|
| All                            | Original birth certificate   |                               |                        |
| All                            | Proof of student's main address (Council Tax bill or utility bill dated within the last three months.) |                               |                        |
| 1                              | Local Authority Care Order   |                               |                        |
| 2                              | Baptismal Certificate (original)   |                               |                        |
| 3                              | No further evidence required (verified by St Richard Gwyn.)  | N/A                           |                        |
| 4                              | No further evidence required (verified by St Richard Gwyn.)  | N/A                           |                        |
| 5                              | Baptismal Certificate (original)   |                               |                        |
| 6                              | Christening / Initiation Certificates  |                               |                        |
| 7                              | Letter from current Headteacher  |                               |                        |
| 8                              | Letter explaining wishes   |                               |                        |

## OVERSUBSCRIPTION CRITERIA FOR ENTRY IN SEPTEMBER 2021

The Governing Body is the Admitting Authority for St Richard Gwyn Catholic High School. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'.

Our catchment area covers the parishes of Our Lady and St Illtyd's, Llantwit Major, Cowbridge and Rhoose, St Helen's, Barry, St Mary's Dinas Powys, and St Joseph's Penarth. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth.

All applications must be completed using the school's application form. Completed forms should be returned directly to St Richard Gwyn by **27<sup>th</sup> November 2020**. If posted please obtain proof of postage. Late applications received after the closing date will only be considered 'when a good reason is given'. School Admissions Code No 005/2013. Otherwise they will be considered after all of the applications received on time.

In the event of oversubscription applications will be placed on a waiting list until 30<sup>th</sup> September 2021. Applications will be ranked in accordance to the oversubscription criteria. The governing body will consider applications received from families of multiple birth children (twins, triplets etc) collectively against the oversubscription criteria. The planned admission number is 163. In the event of oversubscription, applications will be prioritised in the following order:

AN ORIGINAL BIRTH CERTIFICATE IS REQUIRED FOR ALL APPLICATIONS.

|   | Descriptor  | Evidence required from parent  |
|---|---|--|
| 1 | Looked After Children or previously Looked After.   | Local Authority Care Order   |
| 2 | Baptised Catholic children residing within our feeder parishes.   | Original baptismal certificate.  |
| 3 | Children who attend our designated primary feeder schools.  | *No further evidence required.   |
| 4 | Siblings (defined as brother, sister, half-brother and half-sister residing at the same address as the sibling) of students on roll at the time of admission. | *No further evidence required.   |
| 5 | Baptised Catholic children residing outside our catchment area.   | Original baptismal certificate.  |
| 6 | Members of other Christian denominations and members of other faiths.   | Christening (or other initiation) certificate.   |
| 7 | Children who attend a faith school.   | Supporting letter from current Headteacher.  |
| 8 | Children of a non-faith background whose parents seek a faith based education.  | Supporting letter stating why they wish their child to be educated at St Richard Gwyn. |

\*Verified by St Richard Gwyn.

Where there are more applications from children within a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school. This is decided by a proximity measure.

The closing date for applications for year 7 is **27<sup>th</sup> November 2020**, complying with the local timetable. Decision letters will be issued by **1<sup>st</sup> March 2021**. In the event of refusal, parents will have the right of Appeal to an independent panel of the Archdiocese of Cardiff.

### **Appeals procedure**

In accordance with the requirements of the Schools Standards and Framework Act 1998, the Governors have established an Appeals procedure. Parent(s)/Carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Cardiff and is entirely independent of the School and the Local Authority. Notice of intention to appeal should be sent to the Admissions Officer at the School who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

### Notes

- 1 'Looked after children' are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989);
- 2 'Sibling' is defined as a biological brother or sister, half brother or sister, adopted brother or sister, foster children who live at the same address and who will still be on the school register at the time of admission. In the case of multiple birth children the governing body will seek to ensure that all children are admitted to avoid family separation;
- 3 'Proximity' refers to the distance that is measured between the student's main residence (indicated on the application form) and school. This measurement is conducted independently by the Local Authority.