OUR LADY AND ST. OSWALD'S CATHOLIC PRIMARY SCHOOL AND NURSERY

"I came so that they might have life and have it more abundantly."
John 10:10

Admissions Policy 2028 to 2029

Proposed arrangements for the academic year 2028 to 2029

Document control	Details
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Approval and effective date	To be recorded following authorised approval
Next planned review	Determine by 28 February 2027; publish by 15 March 2027

Consultation draft, not yet determined. Full criteria, definitions, Supplementary Information Form and parish map form one set of proposed arrangements.

Our promises: We Are Kind • We Make Safe Choices • We Try Our Best

Our Catholic school and admission authority

Our Lady and St. Oswald's Catholic Primary School and Nursery 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 academy company, Our Lady Help of Christians Catholic Academy Trust, is the admission authority and has delegated full responsibility for admissions to the Local Governing Body, within the Trust's Scheme of Delegation. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admission Number (PAN) at 20 pupils to be admitted to the Reception year in the school year which begins in September 2028.

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 and 3)**
2. **Catholic children who are resident in the parish of Our Lady & St Oswald's Catholic Church. (See notes 3, 10 and 11.)**
3. **Other Catholic children. (see note 3)**
4. **Other looked after and previously looked after children. (see note 2)**
5. **Catechumens and members of an Eastern Christian Church. (see notes 4 and 5)**
6. **Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)**
7. **Children of other faiths whose membership is evidenced by a religious leader. (see note 7)**
8. **Any other children.**

Within each category, priority will be given to children who will have a brother or sister attending the school at the time of enrolment (see note 8). Sibling priority applies within the relevant category and does not move an application ahead of a higher oversubscription category.

Tie Break

Priority will be given to children living closest to the school. All distances are measured as a straight line on Shropshire Council's computerised mapping system, which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the school. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest flat number or the flat nearest to the ground floor will be deemed to be the nearest in distance.

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

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. Shropshire residents should apply using Shropshire Council's online application system. Parents living in another local authority should apply through their home local authority.

Shropshire admissions information and access to the application system: www.shropshire.gov.uk/school-admissions

You are also requested to complete the Supplementary Information Form in Appendix 1 if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The completed form and supporting evidence should be returned to the School Administrator, Our Lady and St. Oswald's Catholic Primary School and Nursery, Upper Brook Street, Oswestry, Shropshire SY11 2TG, or by email to admin@osoprimary.co.uk, by 15 January 2028. The Supplementary Information Form does not replace the Common Application Form.

You will be advised of the outcome of your application on 18 April 2028, the next working day after 16 April, by your home 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 above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5 to 7, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2028.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

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

The normal entry point to Reception is the September following a child's fourth birthday. The school does not offer earlier entry through the normal admission round. Parents may, however, request admission outside their child's normal age group, including early admission; each request is considered individually through the process below. Parents of summer-born children (born between 1 April and 31 August) may request Reception admission in the September following their fifth birthday, rather than Year 1.

Requests should be made in writing to Shropshire Council's School Admissions Team at school-admissions@shropshire.gov.uk, preferably before the normal application deadline. A copy may be sent to the Headteacher at headteacher@osoprimary.co.uk. The local authority will co-ordinate the information and refer the request to the admission authority for a decision. Parents should also submit their normal-age application by the published deadline while a request is considered; making a request does not secure a place.

The admission authority will make its decision 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 Headteacher, including the Headteacher'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.

Relevant information will include the child's academic, social and emotional development, medical history where relevant, previous education outside the normal age group and premature birth where applicable. Parents will be given the reasons for the decision. Agreement to admission outside the normal age group does not guarantee a place; the application is considered under the published admission arrangements. The right to appeal a refusal of a school place does not extend to a decision on the year group where a place at the school has been offered.

Waiting Lists

In addition to their right of appeal, unsuccessful applicants will automatically be placed on a waiting list. Shropshire Council's School Admissions Team will hold and administer the waiting lists on behalf of the school.

The waiting list will be maintained in the order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Each time a child is added, the list will be ranked again in accordance with the published oversubscription criteria.

Waiting lists for admission will operate throughout the school year and will be held open until the last school day of the summer term 2029.

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. Shropshire Council co-ordinates in-year admissions for the school. Applications should be made through the Council's online in-year application system, accessed through its school admissions website.

Apply or obtain assistance: www.shropshire.gov.uk/school-admissions

In-year admissions enquiries: inyearadmissions@shropshire.gov.uk. The school office can also help parents access the application process: admin@osoprimary.co.uk or 01691 652849.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

The Supplementary Information Form and relevant evidence should also be supplied to the school at the time of application where a faith-based priority is claimed.

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.

This policy sets out the arrangements for Reception and school-age admissions. It does not determine the allocation of nursery places.

Withdrawal of an Offer or Place

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.

Any withdrawal will be made only where permitted by paragraphs 2.13 and 2.14 of the School Admissions Code. Where a child has started at the school, a place may be withdrawn only if it was fraudulently obtained, taking account of how long the child has attended. Where an offer is withdrawn because of misleading information, the application will be considered afresh and a right of appeal offered if a place is refused.

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. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, 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.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Notes (continued)

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

A religion which involves belief in more than one God, and

A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘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, whether or not they are living at the same address; and

(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.

9. 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.

10. For the purposes of this policy, parish boundaries are as shown in Appendix 2 and will be applied to the admission arrangements for 2028-2029.

11. A child’s home address is their genuine only or main residence, as stated on the Common Application Form (CAF). Only one application from one address may be made for each child. Where a child lives with each parent for part of the week, the address where the child lives for the majority of the school week will be used.

Where care is shared equally, parents should agree which of the child’s genuine home addresses is used on the CAF. If they cannot agree, they should contact the local authority promptly. The admission authority will resolve the address to be used with the local authority, considering evidence of the established living arrangements and any relevant court order, before the application is ranked.

Evidence of the child’s residence and care arrangements may be requested. An address used only for childcare, visits or to obtain admissions priority will not be accepted. Genuine care arrangements will be considered in accordance with note 9. Any withdrawal of an offer or place must follow the safeguards in the Withdrawal of an Offer or Place section.

Appendix 1 - Supplementary Information Form

Our Lady and St. Oswald's Catholic Primary School and Nursery | Admissions 2028-2029

Complete this form when requesting a faith-based priority. You must also apply through your home local authority for Reception admission, or through Shropshire Council for an in-year place. Completing this form alone is not an application for a school place.

For Reception entry in September 2028, return the form and evidence by 15 January 2028 to the School Administrator, Upper Brook Street, Oswestry, Shropshire SY11 2TG, or admin@osoprimary.co.uk. For an in-year application, return it when you apply.

Child's full name	
Child's home address (as on application)	
Parent/carer name	
Parent/carer email	
Year group and intended start date	

Faith category

Tick one category only and attach the evidence described on the following page. These are evidence categories, not the numbered oversubscription priorities.

Tick	Child's faith category	Evidence enclosed / details
[ ]	Catholic	
[ ]	Catechumen	
[ ]	Member of an Eastern Christian Church	
[ ]	Member of another Christian denomination	
[ ]	Member of another faith	

Catholic parish in which the child lives (where applicable):

_____

Name of church / religious community and denomination / faith:

_____

Please give sibling details on the local authority application. If you apply to more than one Catholic school, send a separate Supplementary Information Form to each school.

Supplementary Information Form - Evidence and Declaration

Child's name: _____

Evidence to accompany the form

1. Catholic: a certificate of Catholic baptism or reception into full communion with the Catholic Church. Eastern Catholic Churches in full communion with the See of Rome are included. Where evidence is difficult to obtain, contact your Parish Priest as explained in note 3 of the policy.

2. Catechumen: a certificate of reception into the order of catechumens.

3. Eastern Christian Church: a certificate of baptism or reception issued by the authorities of that Church. This includes Orthodox Churches.

4. Other Christian denomination: evidence of membership provided by the appropriate minister of religion.

5. Other faith: evidence of membership provided by the appropriate religious leader.

Where the definition of Catholic in note 3 applies to a looked-after child through their family, please contact the school about the supporting evidence. Please provide copies of relevant evidence; the school may ask to see an original or seek clarification where necessary to establish eligibility.

If the information needed to establish a faith-based priority is not provided, your child may not receive that priority. The application will still be considered under the admission arrangements.

Parent/carer declaration

I confirm that I have read the admission arrangements and that the information and evidence supplied are accurate. I will notify the school of relevant changes. I understand that any withdrawal of an offer or place must be in accordance with the School Admissions Code and the policy.

Signature	
Date	

Before returning

[ ] I have completed the local authority application as well as this form.

[ ] I have selected the appropriate faith category and enclosed the relevant evidence.

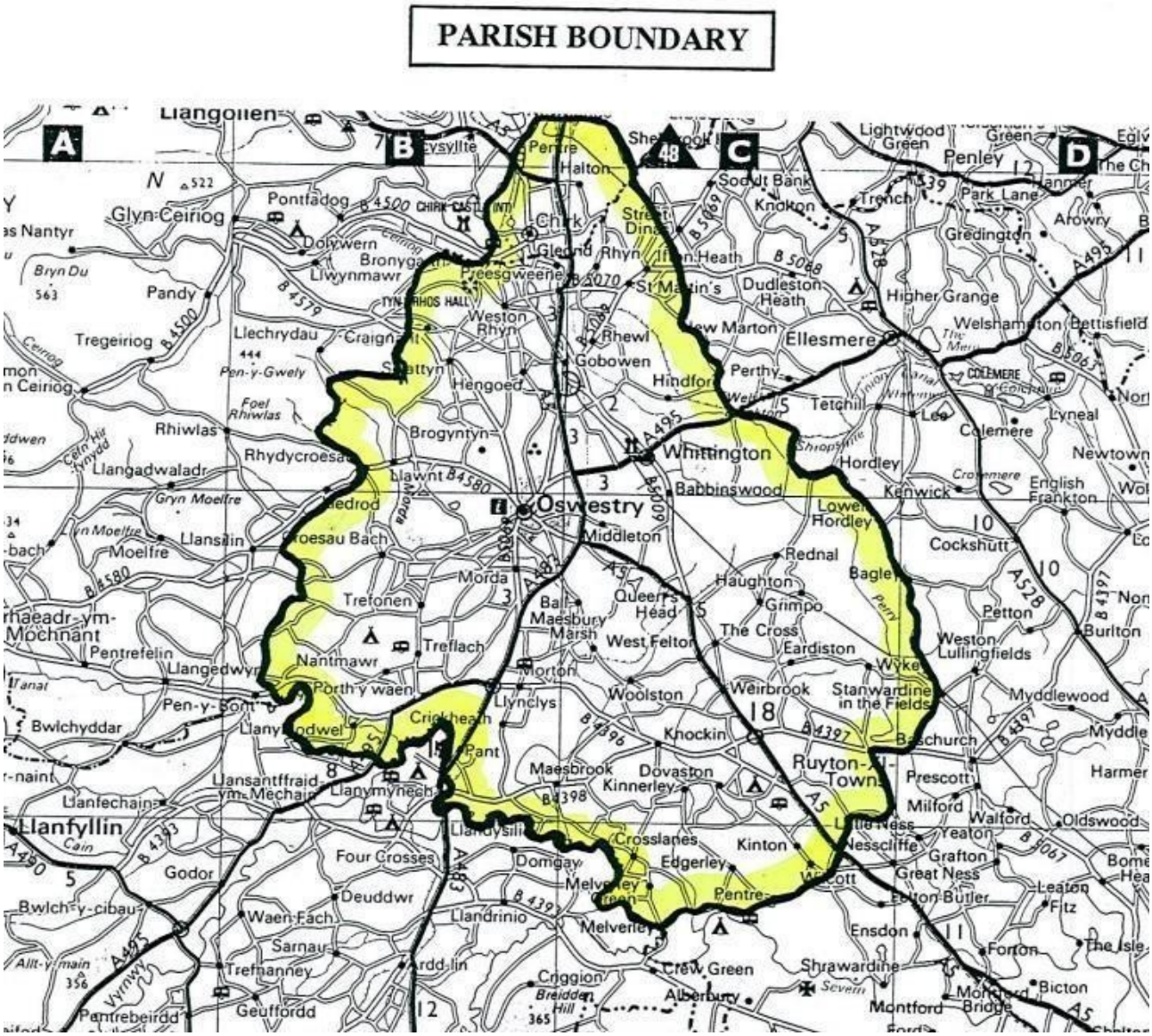
[ ] I have read and signed the declaration.

The information is used to assess the application against the published admission criteria. The school office can provide the relevant privacy notice and answer questions about the use of this information.

Appendix 2 - Parish Boundary Map

Parish of Our Lady & St Oswald's Catholic Church

Admission arrangements 2028-2029 | See note 10



For help checking whether an address falls within the parish boundary, please contact the school office at admin@osoprimary.co.uk or 01691 652849.