

Admissions Policy 2025 - 2026



Our Lady and St. Oswald's Catholic Primary School

APPROVED BY GOVERNORS ON: December 2025

RESPONSIBLE PERSON: Headteacher

OUR LADY & ST.OSWALD'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2025-2026

Admissions Authority

The academy company, Our Lady Help of Christians Catholic Academy Trust, is the admission authority for the school and has delegated full responsibility for admissions to the Local Governing Body. 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.

The local authority undertakes the co-ordination of admission arrangements during the normal admission round on behalf of the admission authority.

The admission authority has set the Published Admissions Number ("PAN") at 20 pupils to be admitted to the Reception year in the school year which begins in September 2025.

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 separate procedure. Children with a 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. Looked after and previously looked after children. *(see notes 2&3)*
2. Catholic children who are resident in the parish of Our Lady & St. Oswald's Catholic Church *(see notes 3&11)*
3. Other Catholic children. *(see note 3)*
4. Catechumens and members of an Eastern Christian Church. *(see notes 4 & 5)*

5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. All distances are measured as a straight line on the Council's computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority. Where two addresses are within the same blocks of flats, the lowest number of flat or 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. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to the school administrator, admin@osoprimary.co.uk by 15th January 2026.

You will be advised of the outcome of your application on 16th 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.

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 will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to 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 2026.

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 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 1st April and 31st 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 Local Authority (LA) and by the closing date of 15th January. The LA will then collect the relevant information, coordinate and contact the school if it's names on the application for consideration under the deferral criteria.

In-Year Applications

In-Year Admissions From 1 September 2024, Shropshire Council will be co-ordinating and allocating requests for places at our school. We welcome prospective parents to visit our school. If you wish to apply for a place at our school, please complete the online application form via this link - <https://ems.shropshire.gov.uk/SynergyWeb/> Your application will be processed by the School Admissions Team at Shropshire Council in accordance with the school's published oversubscription criteria. You will then be notified via letter of the outcome of your application.

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 Published Admissions Number ("PAN"), subject to the infant class size exceptions.

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 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 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 CYTŪN 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.

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.

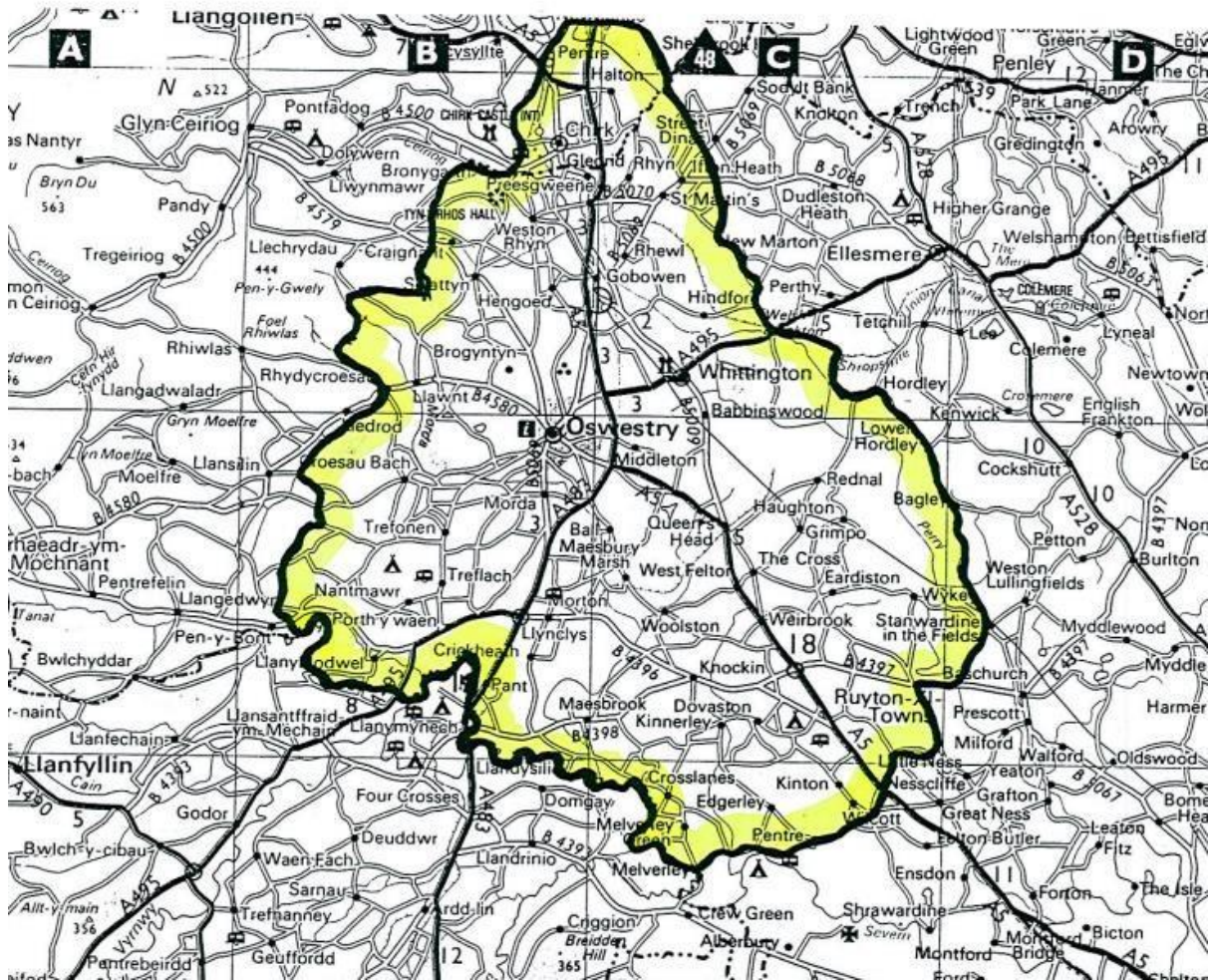
8. ‘brother or sister’ includes:

- (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 on the below map and will be applied to the admission arrangements 2026-2027.

PARISH BOUNDARY



11. 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.



ADMISSION TO OUR LADY & ST OSWALD'S CATHOLIC PRIMARY SCHOOL
Upper Brook Street, Oswestry, Shropshire SY11 2TG

'Through Christ we Inspire and Flourish.'

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Supplementary Information Form

Please complete in BLOCK CAPITALS this Supplementary Form and return it direct to the School as soon as possible. This is in addition to completing the Shropshire Authority Admissions Application Form which you should send direct to Shropshire Authority.

Please return this form together with the original Baptism Certificate to:

The School Office,
Our Lady & St Oswald's Catholic School, Upper Brook Street, Oswestry, Shropshire SY11 2TG

Surname of Child	Forename(s)
Date of Birth	Name of any siblings currently attending Our Lady & St. Oswald Catholic Primary School
Date from which you wish your child to attend school	
Year group into which you wish your child to be admitted	
Address of child	
Your Telephone Number(s)	
Your email address	



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SHREWSBURY



Is your child

Baptised Roman Catholic ☐ Non Catholic ☐

For Baptised Roman Catholics:

Month and Year of Baptism:

Parish:

Parish Location (Town/City):

You are asked to enclose an original Roman Catholic Baptismal Certificate with this form when you return it to the School, as evidence of formal reception into the Roman Catholic Church.

Signed

Name (Please Print)

Relationship

Date