ADMISSION POLICY FOR SEPTEMBER 2028

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Policy history:

Approved by:	**Full Governing Board**		**Date: Advent Term 2026**
Last reviewed on:	**Advent 2025**	**Next review due:**	**2027**
		Version	**Internally generated based on CES policies**

Linked policies and procedures:

Policy Name
Transition Policy

1. Context

St. Paul's Catholic School was founded by the Diocese of Northampton to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing board as part of the Catholic Church in accordance with its trust deed and instrument of government 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 the admission arrangements.

The governing board is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] (excluding admission to year 12). The governing board has set its admission number at 270 pupils to year 7 in the school year which begins in September 2028.

2. Admission to the Sixth Form

The school operates a sixth form with a PAN of 15 but with a capacity for a total of 500 pupils. 270 places overall will be available in year 12. While the admission number is 270, if fewer than 270 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 270. This will always be determined by spaces available of suitable individual courses.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are determined by the academic or vocational pathway applied for and are outlined in our sixth form prospectus.

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress. This is subject to places being available on the courses prospective students wish to study. Places on alternative courses will be offered, if possible, if there are no places available on the chosen course(s).

[1] This is for year 7 admission to the school at the start of the school year in September and not for applications made in-year.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out in Appendix 1.

3. Admissions to Year 7 in 2028

The Published Admission Number for the intake year group is 270 pupils.

In Year 7 Governors will admit pupils using the following criteria in strict precedence once the deadline for admissions applications has been reached:

A. Catholic looked after and previously looked after children, including those previously looked after outside of England. (see notes 2 & 4)

B. Other looked after and previously looked after children, including children previously looked after outside of England (see note 2)

C. Catholic children with a Certificate of Catholic Practice who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4, 5 & 6)

D. Other Catholic children with a certificate of Catholic practice. (see notes 4 & 5)

E. Catholic children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4 & 6)

F. Other Catholic children. (see note 4)

G. Catechumens and members of an Eastern Christian Church. (see notes 7 & 8)

H. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 9 & 10)

I. Other children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School.

J. Children of members of staff who have had a contract of employment with the Governors' of St Paul's for at least two years when the application is made or a member of staff who has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

K. Any other children.

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

(i) Where evidence is provided at the time of application of an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 13)

(ii) 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 (i) above. (see note 11)

(iii) Multiple births: In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group, the following will apply: Both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number for the school.

(iv) Children on roll at one of the Catholic Partner Primary Schools of St Paul's in Milton Keynes when the application is made. These are Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School

4. Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (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 if the school is able to meet the child's identified needs. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children. If St Paul's Catholic school is named on a child's Education, Health and Care Plan, or an application is made on behalf of the child, this will show that parents are happy for their child to join St Paul's and that they are in sympathy with the Catholic ethos of the school.

5. Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

A. Catholic looked after and previously looked after children, including those previously looked after outside of England. (see notes 2 & 4)

B. Other looked after and previously looked after children, including children previously looked after outside of England (see note 2)

C. Catholic children with a Certificate of Catholic Practice who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4, 5 & 6)

D. Other Catholic children with a certificate of Catholic practice. (see notes 4 & 5)

E. Catholic children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4 & 6)

F. Other Catholic children. (see note 4)

G. Catechumens and members of an Eastern Christian Church. (see notes 7 & 8)

H. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 9 & 10)

I. Other children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School.

J. Children of members of staff who have had a contract of employment with the Governors' of St Paul's for at least two years when the application is made or a member of staff who has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

K. Any other children.

6. Tie Break

In any situation where the application of the above criteria results in more children with an equal right to admission to the school than the number of available places, the tiebreak will be made by a lottery. The names of all those with an equal right to admission will be allocated a number within a randomly generated number computerised programme. The order in which they are allocated will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer from the Pupil Services Section of Milton Keynes Council.

7. Application Procedures and Timetable

To apply for a place in Year 12 you **must** complete a school application form. This can be collected from the school reception or downloaded from the school website. The application form should be returned to Post 16 applications at St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes. MK6 5EN by 21st January 2028.

To apply for a place at this school in the normal admission round[2] for Year 7, you **must** complete a Common Application Form (excluding admission to year 12) available from the local authority in which you live. The Supplementary Information Form attached to this policy is sent out once Milton Keynes Council has notified the school who has selected St. Paul's as a preference. The Supplementary Information Form should be returned to Admissions at St.

[2] This is for applications to the school at the start of the school year in September and not for applications made in-year.

Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes. MK6 5EN by Monday 6th December 2027.

You will be advised of the outcome of your application on 1st March 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 Supplementary Information Form and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria A-K 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 31st October 2027

8. Late Applications

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

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Headteacher at the same time as the admission application is made. The governing board 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 governing board will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

9. 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 until December 2028.

Inclusion in the waiting list does not mean that a place will eventually become available.

10. In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Admissions at St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes. MK6 5EN.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in Appendix 2, will be applied.

Applications for Children of UK Service Personnel with a confirmed posting, or Crown Servants returning from overseas, will be accepted (as long as a space is available) prior to providing an intended address or moving into the area, providing the application is accompanied by an official letter that declares a relocation date.

You will be advised of the outcome of your in-year application in writing within 15 school days. You have the right to request that the Board of Governors review the outcome of your application (this is an optional step). You also have the right to an independent appeal panel if you are dissatisfied with the outcome of your application. Please see the appeals process (appendix 3) for more information.

11. 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 Governing Board is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Board has this power even where admitting the child would mean exceeding the published admission number.

The Governing Board reserves the right to withdraw the offer of a place where it is satisfied that the offer of the place was obtained by deception. Additionally, where a child is already attending the school, the student's place itself can be withdrawn where the Governing Board is satisfied that the 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. This includes Catholic children previously looked after outside of England.

3. 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, including children previously looked after outside of England.

4. '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 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 laws of the Church.

5. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions.

6. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
7. '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.
8. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
9. "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.
10. "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 7 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. A religion which involves belief in more than one God, and

b. 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.

11. 'Brother or sister' includes:

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 the child of a parent's partner where that child for whom the school place is sought 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.

12. 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.

13. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

14. 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.

12. Appendix 1: Oversubscription Criteria for Sixth Form Admissions

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

L. Catholic looked after and previously looked after children, including those previously looked after outside of England. (see notes 2 & 4)

M. Other looked after and previously looked after children, including children previously looked after outside of England (see note 2)

N. Catholic children with a Certificate of Catholic Practice who attended a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4, 5 & 6)

O. Other Catholic children with a certificate of Catholic practice. (see notes 4 & 5)

P. Catholic children who attended a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4 & 6)

Q. Other Catholic children. (see note 4)

R. Catechumens and members of an Eastern Christian Church. (see notes 7 & 8)

S. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 9 & 10)

T. Other children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School.

U. Children of members of staff who have had a contract of employment with the Governors' of St Paul's for at least two years when the application is made or a member of staff who has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

V. Any other children.

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

(v) Where evidence is provided at the time of application of an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 13)

(vi) 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 (i) above. (see note 11)

(vii) Multiple births: In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group, the following will apply: Both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number for the school.

Appendix 2: Oversubscription categories for In Year Applications

A. Catholic looked after and previously looked after children, including those previously looked after outside of England. (see notes 2 & 4)

B. Other looked after and previously looked after children, including children previously looked after outside of England (see note 2)

C. Catholic children with a Certificate of Catholic Practice who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St

Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4, 5 & 6)

D. Other Catholic children with a certificate of Catholic practice. (see notes 4 & 5)

E. Catholic children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4 & 6)

F. Other Catholic children. (see note 4)

G. Catechumens and members of an Eastern Christian Church. (see notes 7 & 8)

H. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 9 & 10)

I. Other children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School.

J. Children of members of staff who have had a contract of employment with the Governors' of St Paul's for at least two years when the application is made or a member of staff who has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

K. Any other children.

Appendix 3: Chair of Governors Application Reviews

Application Reviews: In the first instance Parents/Guardians have the right to request that the Chair of Governors and the Governors' Review Panel assess any unsuccessful applications to check that the application has been ranked correctly by the Admissions team. **This is an optional step.** A letter to the Governors and supporting evidence must be sent to the Admissions Assistant prior to the appeals meeting for collation. The Governors will review all appeals and evidence supplied and will assess whether the school's admissions policy was followed correctly. Letters with the outcome of the Review Panel meeting will be sent out within 2 school days of the meeting. If the original admission decision is upheld the letter will include information about the Independent Appeals process. **Families do not have to follow this step and are welcome to request Independent Appeals Forms be sent out them by the Admissions Team after National Offers Day.**

Appendix 3: Milton Keynes Secondary School Admission Appeals – Parent Guide 2027/28

1. Your right to appeal

2. Appeal success rates
3. How to make your appeal
4. How to submit your appeal evidence
5. What evidence should you submit
6. Appeal decision process
7. In year/immediate entry appeals
8. Disability
9. Translators
10. Waiting Lists
11. Decisions
12. Contact School Appeals Team
13. Appeals 2027/28 Timetable

1. Your right to appeal

Parents can express a preference for a school for their child, but they do not have the right to a place at a particular school.

A school's admission authority is responsible for allocating its school places. The admission authority can be the local authority (Milton Keynes Council) or school governors, depending on the type of school.

If there are more applicants than places available, the admission authority allocates the places according to its oversubscription criteria (rules) which are published on the school's website.

If you applied for a place at a school and were refused, this is because the admission authority has allocated all its places according to the school's published admission arrangements (or rules) and the school says it is full and to admit another child will harm the education of other pupils.

If you are a parent and you have applied for a school place for your child and the admission authority has refused your application, you have the right to make an admission appeal to an Independent Appeal Panel.

The Appeal Panel is made up of unpaid, trained volunteers who have no connection with the school, its admission authority or the local authority.

During the appeal, you can explain why you want the school place and the admission authority will explain why it refused your application. The Appeal Panel will consider all the information provided by you and the admission authority (by relevant deadline dates) before it makes its decision. If you are successful you will be offered the school place.

The Independent appeals are administered by Clerks Associates UK.

You are responsible for making your appeal, explaining why you want the school place to the Appeal Panel and for providing written information in support of your appeal.

2. Appeal Success Rate

Most (about 80%) appeals fail because the school is already full and do not have the resources to admit additional children without harming the education of the existing pupils.
So please think carefully before making your appeal. They are time-consuming and stressful for parents and expensive for schools
You are unlikely to be successful where you:

- **Have been allocated a place at another school (even if it is not one of your preferred schools) at a reasonable distance from your home**
- **Do not have strong medical, social or educational reasons for your appeal supported by evidence**
- **Want the school place as it would be more convenient for you (e.g. to make it easier for you to get to work or transport children to school)**

3. How to make an appeal

It is very important you read this guidance before you make your appeal.
You should contact the school directly (the Admission Officer) to ask for an appeals form.
You should complete the appeal form and then return it to the school by the relevant deadline. It will be forwarded onto the Appeals Team.
Please remember:

- You can appeal for any school which you have applied for and been refused
- You can make an appeal as soon as your application for a school place is refused
- For each school you appeal for, you must complete a separate appeal form and there will be a separate appeal
- You cannot make two appeals for the same school in the same academic year

THERE ARE IMPORTANT TIME LIMITS FOR MAKING YOUR APPEAL

For Secondary appeals for Year 7 September 2028 entry, if you are refused a school place on 1 March 2028 your appeals form must be received by the Appeals Team by 12 noon on 12th April 2028. Appeals submitted on this date will be heard within 40 days.

For all other appeals, your appeal form should be returned to the school **within 10 school days** of the date you were refused the school place. The appeal will be heard as soon as possible but within 30 days.
See 2027/28 Appeals Timetable at section 13.

After you have submitted your appeal form, the Appeals Team will send you an Acknowledgement Letter and date for the Appeal Hearing. If you do not receive this letter within 10 working days, please contact the School.
Remember to:

- Keep copies of your appeal form and any other documents you send.
- Tell the Appeals team about any changes to your contact details.

4. How to submit your Independent Appeal evidence

You must explain in writing on the appeal form why you want the school place.

You should also send the Appeals Team documents and written evidence in support of your appeal. We advise you to start collecting together the documents you want the Appeal Panel to see as soon as possible (as school holidays may cause delays).
For secondary independent appeals submitted by 12th April 2028 – your additional evidence must be received by the Appeals Team by 12 noon on 26th April 2028.
For other appeals – evidence must be received by the Appeals Team by the evidence deadline date notified to parents by letter.
If evidence or information is received late, the Appeal Panel may not be able to take it into account or your appeal may be delayed.
Please remember:

- It is your responsibility to provide evidence in support of your appeal and on time
- The Appeals Team and the Appeal Panel cannot obtain evidence on your behalf
- You should try to send your evidence with your appeal form
- Or, send it as soon as possible afterwards and no later than the evidence deadline date (see Appeals timetable)
- The Appeals Team will write to you with the deadline date for sending your evidence

When you send your evidence, please:

- Number the pages and write your child's name on them
- Write your reference number on documents sent separately from your appeal form
- Use correct postage (if you are sending documents by post)
- Provide documents in A4 size
- Do not send evidence after your appeal – the Appeal Panel will not see it
- Do not use staples or treasury tags, document wallets, files or dividers
- **Do not send: original documents; photographs of documents (they cannot be copied); highlighted documents** (copies will be illegible**); PowerPoint, video or other audio/visual presentations; letters of support from the school you are appealing for*; schoolwork or certificates**** (they will not be sent to the Appeal Panel)

*You may send letters of support from your child's current or previous school
****You can submit a written summary of relevant certificates/achievements

5. What evidence should you submit?

You will need to say in your appeal form why you want the school place and provide documents in support, if possible.
For example:

- You need to focus on what you feel this particular school you are appealing for can offer your child that the allocated or other schools cannot.
- If you have medical, social or educational reasons for wanting the school place, provide written evidence from a doctor, medical practitioner, education or other professional.

- If you want a place at the school due to the subjects offered there or the school's ethos explain why you particularly want these subjects or ethos.
- If you are unhappy with the current school explain what has happened and what you and the school have done to deal with the problems and provide supporting letters, emails and reports.
- If your reasons relate to transport, provide information and maps.
- If your reasons relate to family circumstances, provide details and supporting evidence.

These are examples only and it is your responsibility to provide your evidence and documents in support of your appeal and send it to the Appeals Team on time.
You will need to show that there are very strong reasons for wanting a place at this particular school as the school is already full and considers it cannot admit another child without harming the education of others.
You should send your evidence when you submit your appeal form or as soon as possible afterwards by email or post and no later than the evidence deadline date or it may not be seen by the Appeal Panel.

6. Appeal Decisions process

There are usually two stages to the independent appeal process.

At Stage One, the admission authority will explain why the school place was refused and what effect an extra child would have on the school.
You will receive the school's written case about a week before the appeal begins. The admission authority may explain, for example, that the school has no places and cannot admit another child due to a lack of classroom space or teaching staff, health and safety concerns, numbers of pupils needing additional support, or the effect on behaviour or results.
The Appeal Panel and parents can ask questions about points raised in the school case. If there are multiple parents appealing for a school, all of them will be invited to ask questions about the admission authority's case.
The Appeal Panel will decide:

- **Will the admission of an extra child harm the efficient education or use of resources at the school?**

  If the answer is NO, your appeal will be successful and you will be offered a school place

  But , if there are multiple appeals for the school and to admit all the children would seriously harm the education of the existing pupils, the Appeal Panel must go to Stage Two.

  If the answer is YES, the Appeal Panel will go to Stage Two. (Usually, the appeal process will move to Stage Two).

  At Stage Two, the Appeal Panel will consider your reasons for wanting the school place. You will be asked questions by the Appeal Panel and admission authority.

  The Appeal Panel must then "balance the arguments" it has heard from you and the admission authority. It must decide if your reasons

for wanting the school place outweigh the harm caused to the school if an extra child were admitted. It must decide if you or the school has the stronger case.

Whether or not you are successful will depend on the individual facts of the case.

For example, if the admission authority presents a weak case and the Appeal Panel thinks there will be little difficulty for the school if it admitted another child into the class, and you made a stronger case showing your child has a convincing medical, social or educational reason for this particular school (which is backed up by written evidence), you are more likely to be successful.

But, you are less likely to be successful if the school's case is strong, (because the class is already large with some children with special needs affecting resources and there are staff shortages and health and safety concerns, for example), and your case is relatively weak because you want the school place because it would be more convenient for your work/getting children to school and there is another school place available within a reasonable distance from your home.

In multiple appeals, (where more than one parent is appealing for a place at the school), if the Appeals Panel finds that there are a number of children with strong cases but the school cannot admit all of them, it will compare the cases. The Panel will uphold the strongest appeal/s.

7. In year/immediate entry appeals

You can apply for your child to start a school during the academic year, if you move into the area or you want to move your child from one school to another.

If the admission authority refuses your application for the school place, you can make an appeal. This is called an "In Year" or "immediate Entry" appeal.

You should make your appeal within 28 days of the refusal and the appeal will take place as soon as possible.

8. Disability

If your child has a disability, you may want to discuss your appeal with their Headteacher and the Special Educational Needs Co-ordinator at the current school.

The Appeal Panel may be required to consider whether your child is disabled and whether there has been any discrimination within the meaning of the Equality Act 2010.

If you are a disabled person who requires reasonable adjustments so that you can participate in the appeal, please contact the Appeals Team as soon as possible.

9. Translator/interpreter

If you require a translator/interpreter to help you make your appeal, please email the Appeals Team as soon as possible and say which language you need. Alternatively, you can arrange your own translator or ask a friend to support you.

10. Waiting lists

Appeal Panels must not take into account where the admission authority has placed a child on the waiting list, or that appeals have not been made for other children on the waiting list. Appeal Panels must not make any decision relating to a waiting list. If you have any queries about waiting lists, please contact the school (not the Appeals Team).

11.Decisions

The Appeal Panel's decision is legally binding and final. It can only uphold or dismiss your appeal.

The Appeal Panel cannot:

- Enter into discussions with you or the admission authority
- Attach any conditions to the decision
- Hear complaints or objections about school's admission policies or practices
- Reassess the capacity of the school
- Tell the admission authority to change your position on a waiting list
- Allocate a place at a school other than the school appealed for

A decision letter will be sent to you by first class post no later than 7 calendar days after the appeal decision is made, unless there is good reason. **Where there are multiple appeals for a school, which are likely to take place over some weeks, decisions will be sent no later than 7 calendar days after all the decisions have been made for the school.**

We cannot give decisions over the telephone or by email.

If the Appeal Pane upholds your appeal and you are successful, you will be offered the school place. Make sure you contact the school to agree the date your child should start.

If the Appeal Panel dismisses your appeal and you are unsuccessful, your child will not be allocated a place at the school appealed for. You can contact the local authority to ask about spaces in other schools.

You cannot make a second appeal for the same school for the same academic year.

Admission Appeals Timetable 2027-2028

DATE	EVENT
1 March 2028	Secondary Transfer Allocation Day- National Offers Day
Optional Governors Review	
Chair of Governors Application Review Deadline- 12 April 2028 (20	Governors Application Review panel to review letters and evidence within 20 school days of National Offers Day (by 12th April

school days after national offers day)	2028). Outcome of the panel to be sent to parents in writing by 14th April 2028 with instructions and independent appeals forms.
Secondary Appeals Deadline- Independent Appeals Panel	Completed independent appeal forms must be returned by 12 noon on 12th April 2028 or within 7 days on the date of the Governor's Application Review outcome letter. Any appeal forms sent after this deadline will be classed as a late appeal.
Deadline for additional evidence – **26th April 2028**	Parents must ensure that any additional documents/information in support of their appeal is received by the Appeals Team by this date or it may not be considered by the Independent Appeals Panel.
At least 10 days prior to hearing date	Case papers are sent by Appeals team to parents, admission authority and panel members
Independent Appeal dates – **May-July 2028**	Appeals lodged as part of the main admissions round should be determined before the start of September term wherever possible but may be delayed due to panel availability and numbers. **Appeals received after 12th April 2028 will be heard from September 2028.**
No later than 7-10 school days after the appeal decision or in the case of multiple appeals within 7 calendar days of all appeal decisions for that school	Decision letter is sent to parents and admission authority

St Paul's CATHOLIC SCHOOL

Ministerium Tuum Imple Love Serve Do the best that is possible

13. Supplementary Information Form for **Admission to Year 7**

Application to St. Paul's Catholic School – September 2028

Child's details	Please fill in your child's details below and overleaf
Surname	
Forename	
Date of birth	

Parent/Carer names			
Home address			
Postcode		**Home Telephone**	
Mobile Telephone			
Email address			
Current school			

Name of any sibling who will be on roll at St. Paul's in September 2028:

…… Year Group

Parent signature: ……..….Date

Please complete the form on the following pages.

Please indicate with a tick in the box which category you are applying under

CAT	CRITERIA	PLEASE TICK
A	Catholic looked after and previously looked after children, including Catholic children previously looked after outside of England (see notes 2 & 4). ***If you tick this category please state which parish you attend and attach a copy of the child's baptismal certificate** ……..	
B	Other looked after and previously looked after children, including children previously looked after outside of England. (see note 2)	

C	Catholic children with a Certificate of Catholic Practice who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4, 5 & 6). ***If you tick this category please state which parish you attend and attach a copy of the Certificate of Catholic Practice and the child's baptismal certificate** ……..	
D	Other Catholic children with a certificate of Catholic practice. (see notes 4 & 5) ***If you tick this category please state which parish you attend and attach a copy of the Certificate of Catholic Practice and the child's baptismal certificate** ……..	
E	Catholic children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School (see notes 4 & 6). ***If you tick this category please state which parish you attend and attach a copy of the child's baptismal certificate** ……..	
F	Other Catholic children. (see note 4) ***If you tick this category please attach a copy of the child's baptismal certificate** ……..	
G	Catechumens and members of an Eastern Christian Church (see notes 7 & 8)	
H	Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 9 & 10) * **letter of support from your church minister is required**	
I	Other children who attend a feeder Catholic primary school, namely, Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School.	
J	Children of members of staff who have had a contract of employment with the Governors of St Paul's for at least two years when the application is made or a member of staff who has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.	
K	Any other children.	

If you believe that your child should be considered under provision (i) - Where evidence is provided at the time of application of an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 13)- please share information below about your child's exceptional social, medical or pastoral need which can be most appropriately met at St Paul's. You must also share compelling written evidence from an appropriate professional, such as a social worker, doctor or priest:

Use this space to share information about your child's exceptional social, medical or pastoral needs. This box will expand as you type.

Please return this form, with supporting documents, to Admissions September 2028, St Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes, MK6 5EN

***Supporting documentation must accompany this application form as without this the child will be classed as Category K.**

Data Protection

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 Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes, Bucks MK6 5EN.
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 Judicium Consulting Limited and you can contact them with questions relating to our handling of the data. You can contact them by emailing dpo@st-pauls.org.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
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 domestic 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 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 following our complaints policy, available here https://www.st-pauls.org.uk/parents/school-policies. 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.

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/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……