

Greyfriars Catholic School is part of the Pope Francis Catholic Multi Academy Company (MAC). The admissions authority for the school is the Board of Directors of the Pope Francis Catholic MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Greyfriars Catholic School.

The admissions process for Greyfriars Catholic School is part of the Oxfordshire Local Authority co-ordinated admissions scheme. To apply for a place at Greyfriars Catholic School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Greyfriars Catholic School on the application form. Applications need to be made by 31<sup>st</sup> October 2026. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

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

You will be advised of the outcome of your application on 1<sup>st</sup> March 2027, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its Published Admission Number ("PAN") at 150 pupils to be admitted to Year 7 in the school year which begins in September 2027. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below)
2. Baptised Catholic children (see Note 2 below) currently attending a named feeder school (see Note 5 below)
3. Other Baptised Catholic children (see note 2 below)
4. Non-Catholic children who are looked after or previously looked after (See Note 3 below)
5. Non-Catholic children currently attending a named feeder school (see note 5 below)
6. Other Non-Catholic children.

#### Oversubscription Criteria for Years 7 - 11

If there is oversubscription within a category, the Local Governing Body will give priority firstly to applications in that criterion in the following order.

1. children who will have a brother or sister (see Note 4 below) attending Greyfriars Catholic School at the time of admission.
2. Children of staff in either or both of the following circumstances: -
  - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
3. Other children

In each of the above categories priority will be given to children living closest to the school determined by the shortest distance (see Note 6 below).

#### **Note 1**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

#### **Note 2**

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

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. 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, this may be the criteria that your child is placed into, which may affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

**Note 3**

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the 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 and includes those children who appear to the Local Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

**Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

**Note 5**

The named feeder schools for Greyfriars Catholic School are:

- a. Our Lady’s Catholic Primary School, Cowley, Oxford;
- b. St Aloysius Catholic Primary School, Oxford;
- c. St Joseph’s Catholic Primary School, Headington, Oxford;
- d. St John Fisher Catholic Primary School, Littlemore, Oxford;
- e. Our Lady of Lourdes Catholic Primary School, Witney, Oxon;
- f. St Joseph’s Catholic Primary School, Thame, Oxon;
- g. St Thomas More Catholic Primary School, Kidlington, Oxford;
- h. St Joseph’s Catholic Primary School, Carterton, Oxon;
- i. St Edmund’s Catholic Primary School, Abingdon, Oxon;
- j. St Amand’s Catholic Primary School, East Hendred, Oxon.

**Note 6**

Distances are calculated on the basis of the shortest designated route from the “seed point” of the child’s home address and the school’s front gate. The Local Authority uses a computerised system, which measures all distances in metres and the measurement is then converted into miles. Ordnance Survey supplies the co-ordinates that are used to plot a child’s home address and the address of the school. A full explanation of the process of measuring distances from home to school is detailed in Annex C of the Determined Schedule of Co-Ordination for Admission available on Oxfordshire County Council’s School Admissions website.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or

all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Local Governing Body, will use a computerised system to randomly select the child to be offered the final place.

The Local Governing Body 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 published admission number.

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 Local Authority's Common Application Form.

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 provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

The Local Governing Body 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.

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

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

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

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

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

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2028, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2028 when applications open in the autumn term of 2027. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

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

### **APPEALS**

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

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

### **FURTHER APPLICATIONS AND FURTHER APPEALS**

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

### **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that on-time applications will be considered before late applications, except:

- If the late application can clearly be shown as being the responsibility of an admitting authority (ie, the school in this case) or the local authority; or
- If there are extenuating circumstances, for example when a sudden illness prevents the parent from submitting the application on time. Extenuating circumstances cannot be taken into account once the iterative process has begun.

Parents who need a school place for their child and have not made an on-time application, will be asked by the local authority to complete a paper form. Parents will still be required to return a Supplementary Information Form (see note 2 above) and return it directly to the school.

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

### **CHANGE IN PREFERENCE**

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

### **WAITING LIST**

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

The waiting list will be maintained until the last day of the summer term 2028 and will then be discarded.

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

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

Children on the waiting list who attend a named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2027 will be re-ranked to take into account that they will no longer be attending that feeder school from 1<sup>st</sup> September 2027. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1<sup>st</sup> September 2027.

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

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

The Local Governing Body of Greyfriars Catholic 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 Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number.

#### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (IN-YEAR ADMISSIONS)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://www.greyfriarsoxford.org.uk/join-us/admissions>

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel. If there are no places available and admission is refused, the child will be added to the waiting list in line with the Waiting List section above.

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

### **ADMISSION TO THE SIXTH FORM**

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 20, if fewer than 80 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

External Applications for the Sixth Form should be made directly to the school using the application form available from the school's website <https://www.greyfriarsoxford.org.uk/join-us/join-our-sixth-form>. Completed application forms must be returned to the school. Places will be allocated according to the following criteria:

1. Baptised Catholic Post-16 children (see Note 2 above) who are looked after or previously looked after (see Note 3 above)
2. Other Post-16 Baptised Catholic children (see Note 2 above) but who have not been previous members of Greyfriars Catholic School
3. Non-Catholic Post-16 children who are looked after or previously looked after (see Note 3 above)
4. Other Post-16 Non-Catholic children.

In each of the above categories priority will be given to children living closest to the school determined by the shortest distance (see Note 6).

The admission number has been set at 20 pupils to be admitted to Year 12 in the school year which begins in September 2027. This number refers to the number of pupils to be admitted to the school for the first time and does not include pupils transferring from within the school.

In all instances.

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.

For entry to Level 3 courses students are required to have a minimum of 5 Grade 9 – 5 passes at GCSE level, including Maths and English, with a grade 6 in subjects relevant to those they wish to study at A'Level.

For entry to Level 2 courses students are required to have a minimum of 5 grades 9-1 at GCSE level, including Maths and English, with a grade 3 in chosen subjects. There are a maximum of 25 places available for Level 2 courses

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

Where there is space in Year 13, ie where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

### OVERSUBSCRIPTION CRITERIA FOR SIXTH FORM

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Greyfriars Catholic School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

1. Children who have a brother or sister (see note 4, page 3) attending Greyfriars Catholic School at the time of admission.
2. Children of staff in either or both of the following circumstances: -
  - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Other children

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

## APPENDIX

### DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

### WRITTEN EVIDENCE OF BAPTISM



The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

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

|   |  |   |
|---|--|---|
|  | <p><b>Greyfriars Catholic School</b></p> <p><b>Admission Arrangements for the academic year 2027/2028</b></p> <p><b>Supplementary Information Form</b></p> |  |
|---|--|---|

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admissions policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

|                        |  |
|------------------------|--|
| Child’s Surname:       |  |
| Child’s First Name(s): |  |
| Address:               |  |
| Contact number:        |  |

Please tick the appropriate boxes below:

|  |      |  |     |  |
|--|------|--|-----|--|
| Is the above named child a Baptised Catholic or have they been received into the Catholic Church?  | Yes* |  | No  |  |
| Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?   | Yes  |  | No* |  |
| Is the parent of the above named child<br><br>1. A member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or<br><br>2. A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage | Yes  |  | No  |  |

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

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

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority’s Common Application Form** in order for the application to be complete. This Supplementary Information

Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Local Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Greyfriars Catholic School at Cricket Road, Oxford, OX4 3DR by 31<sup>st</sup> October 2026.

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

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are Greyfriars Catholic School at Cricket Road, Oxford, OX4 3DR
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Integra and you can contact them with questions relating to our handling of the data. You can contact them by email: [gdpr@integra.co.uk](mailto:gdpr@integra.co.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by referring to the school's complaint's policy. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Local Governing Body may withdraw any offer of a place even if the child has already started school.**

Signed .....

Date.....

Policy approved by FLGB on 20<sup>th</sup> January 2026

Print Name .....