



### Introduction

This policy refers to the admissions in September 2025 to Mary Immaculate High School. The governing body has full responsibility for admissions to the school. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the governing body has delegated responsibility for determining admissions to its 'Admissions Committee'.

Only the governing body may admit places to the school and no representation made by any person including a governor, staff member, clergy or anyone elected to or employed by the local authority can be regarded as an indication or offer of place. Only a written offer from the governing body may be regarded as acceptance of an application to the school. The School Standards and Framework Act 1998 (as amended by the Education Act 2002) gives parents the right to express a preference as to which school their child attends.

### About our School

Mary Immaculate High School is a voluntary aided Catholic school which operates within the overall provision of the Archdiocese of Cardiff. The school fully respects the beliefs of parents and children from all religious backgrounds and, of course, those with no religious background. The Governors do ask that any parents applying for places for their children will support the ethos and character of the school with its Gospel values such as 'care, compassion, respect and forgiveness of others', which are also common to many faiths. In consequence, students at Mary Immaculate are taught respect and tolerance for others and there is provision through the religious education programme for the exploration of other world faiths.

### Catchment

Mary Immaculate High School was established to serve Catholic and non-Catholic community in the West of Cardiff. The school offers a secondary education to children drawn from its Catholic family of schools and these children normally reside within the parish boundaries as outlined below

#### Designated Parish

Holy Family  
St Francis  
St Mary of the Angels  
St Patrick's

#### Designated Catholic Primary School

St Cuthbert's  
St Francis  
St Mary's  
St Patrick's

### Note

The order in which parishes and designated schools appear has no significance.



## OVERSUBSCRIPTION CRITERIA

To apply for a place in September 2025, **you must complete two forms**. The first is the school's admission form which can be found online ([www.maryimmaculate.org.uk](http://www.maryimmaculate.org.uk)) – this must be returned to the school by email or completed online. All parents must also complete the Cardiff Local Authority Admissions Form via its Portal ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)) It is very important that parents complete both forms or the application to Mary Immaculate may not be complete and may not be considered.

The standard admission number is 160. Places will be allocated up to the school's admission number without the application of any conditions. In the event of oversubscription, i.e. the number of applications exceeds the admissions number then the following oversubscription criteria, listed in order of priority, will be used

1. Those children who are (or have been) designated 'Looked After';
2. Baptised Catholic children who attend one of our designated Catholic primary schools;
3. Baptised Catholic children who do not attend one of our designated Catholic primary schools but have a sibling at Mary Immaculate;
4. Baptised Catholic children who do not attend one of our designated Catholic primary schools;
5. Other children who attend one of our designated Catholic primary schools;
6. Non-Catholic children who do not attend one of our designated Catholic primary schools, but who have a sibling at Mary Immaculate;
7. Children of a Christian denomination, other than Catholic, usually applying to Protestant or Orthodox traditions, who wish to receive a faith education at Mary Immaculate;
8. Children of a religious tradition, defined as a world religion other than Christian, who wish to receive a faith education at Mary Immaculate; and
9. Any other children who wish to receive a faith education at Mary Immaculate.

### Notes

1. 'Catholic' children are those baptised members of the Catholic Church. Evidence of baptism will be required. In the event of this request, the parish priest where a child was baptised will be able to provide certification. This certificate will be required.
2. A 'sibling' is defined as a biological brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or foster children who live at the same address and who will still be on the school register at the time of admission. In the case of multiple birth children the Governing Body will seek to ensure that all children are admitted to avoid family separation.
3. Applications from children of other Christian denominations and/or religious traditions will be required to provide evidence, such as a supporting letter from a minister or Imam.
4. In the event of a tie-breaker, i.e. where there are more applications from children with a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school (measured by Cardiff County Council using the method stated in Cardiff Council School Admissions Policy 2019/20 [section 7.7 proximity]).
5. It is important that information is correct and accurate at the time of application. If there are changes in circumstances that occur between the application process and the admission decision, these will only be considered on an individual basis. Further evidence and explanations may be required.

### Late Applications

Late applications will be looked at after the applications received by the closing date have been considered. If the number of offers has reached the admission number in the first round, then all late applications will be considered and placed on the waiting list until the end of September, after which applications would have to be renewed.



**Further Procedures**

- 1 The decision to offer a place to an applicant is entirely that of the governing body admissions panel (subject to appeal). The deadlines for the determination and communication of admissions have been decided after consultation with the Local Authority and in accordance with Welsh Government guidelines. Applicants will be notified of the result of their applications in writing by the Governing Body on the offer date, unless you have been offered one of your higher preferences through the coordinated admissions process.

The dates for academic year 2024-25 are:

Admissions Information sent to parents/schools	TBC
Closing date for receipt of applications	TBC
Notification of results to Local Authority	TBC
Notification of result of application to parent	TBC
Closing date for acceptance or rejection by parent	TBC
Closing date for receipt of statutory appeals	TBC
Appeal hearings	TBC

- 2 Applications must be submitted online (via the website) or in writing, signed by a parent/carer on the application forms which can also be obtained from the school or the Headteacher of a designated Catholic primary school. Applicants will have to complete two application forms – a Local Authority online form (where you must note Mary Immaculate as your chosen school) and a form for Mary Immaculate High School (which can be obtained on the school’s website or via the school).
- 3 Completed application forms must be received by the school and the Local Authority form filled in online on or before the specified date. All applications should be returned to Mary Immaculate High School directly by the closure date and to the Local Authority using their admissions portal.
- 4 Information must be correct and accurate. Failure to produce relevant documentation (e.g. Baptism certificates) may mean a place is withdrawn.
- 5 In the event of an application for admission being refused, the parent/carer has a right to exercise their right of appeal.

**Appeals Procedure**

1. A form of appeal, which can be obtained from the Clerk to the Governors, must be completed and received by the school 14 days after the notification of refusal;
2. An independent appeals panel will be convened as soon as it is practicable to determine the appeal;
3. The Appeals Panel will comprise of three persons in accordance with Welsh Assembly Government (WAG) requirements. Their independent decision will be binding on both the governors of the school and the appellant;
4. The Appeals Panel will be provided with all previous correspondence but the appellant may also attend the hearing and speak to the panel in person;



5. The appellant will generally be given at least 14 days' notice of the Appeals Hearing.
6. An applicant's name will remain on the waiting list notwithstanding an appeal.

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