

	<p>St Ambrose Catholic Primary School</p> <p>Admission Arrangements for the academic year 2026/2027</p>	
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St Ambrose Catholic Primary School is part of the Emmaus MAC The admissions authority for the school is the Board of Directors of the Emmaus 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 Saint Ambrose and Saint Wulstan's School.

The admissions process for St Ambrose Catholic Primary School is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at St Ambrose Catholic Primary 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 St Ambrose Catholic Primary School on the application form. Applications need to be made by 15<sup>th</sup> January 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. No priority is given to preference ranking.

If the application is submitted using the online electronic system you will be advised of the outcome of your application on 16<sup>th</sup> April 2026, or the next working day, by the local authority on behalf of the school. If you do not apply on line, the local authority will post a letter advising you of the school that your child has been offered by second class post on 16<sup>th</sup> April, or on the next working day. If an email address is provided you will receive your letter via a parent portal on 16<sup>th</sup> April, or on the next working day.

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.



Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF)

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.

If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 31<sup>st</sup> March 2026. After this date it may not be possible for the new address to be considered for allocation purposes.

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 Reception in September 2027, then the original application is withdrawn and the parents must submit a fresh application for Reception 2027 when applications open in the autumn term of 2026. 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 Reception 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>

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 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 child 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





St Ambrose



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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 St Ambrose Catholic Primary School at Leswell Street, Kidderminster, DY10 1RP.
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.

Signed .....

Date.....

Print Name .....