



ARCHDIOCESE OF BIRMINGHAM

Saint Clare's Catholic Primary School



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25th November 2024

Consultation on admissions arrangements

Dear Parent/Carer,

We are writing to inform you that we are consulting on St Clare's Catholic Primary School's proposed admissions arrangements for the 2026/2027 academic year.

We are consulting on our admissions arrangements as we are proposing the following **changes to our oversubscription criteria** and are therefore required to consult on these changes as per the School Admissions Code (1 September 2021).

Oversubscription Criteria – Pages 2 and 3 of our admissions arrangements 2026/2027 – Items identified in red are proposed changes from our current admissions arrangements document.

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) living in the parish of St Francis of Assisi Catholic Church, Handsworth, who have a brother or sister (see Note 4 below) attending St Clare's Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Francis of Assisi Catholic Church, Handsworth.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Clare's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. **Children of other Christian denominations whose membership is evidenced by a minister of religion who have a brother or sister attending St Clare's Catholic Primary School at the time of admission (see note 5 below).** [Was previously 8]
8. **Non-Catholic children who have a brother or sister (see Note 4 below) attending St Clare's Catholic Primary School at the time of admission.** [Was previously 7]
9. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 5 below).

10. Non-Catholic children.

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 affect 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 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

“Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Parents making an application for a Christian or a non-Christian child should also complete the online supplementary information. Proof of membership to other Christian denominations will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child’s name is placed in.

The consultation will take place between Monday 25 November 2024 and will close on Monday 6 January 2025. Birmingham City Council’s School Admissions and Fair Access Service are undertaking the consultation process on our school’s behalf. During the consultation period you can view a copy of our proposed admissions arrangements on their website here: [Proposed Admissions Arrangements 2026/2027](#) and on our school’s website here: [St. Clare's Catholic Primary School - Home](#).

Any parents/carers or other interested parties wishing to make any comments about our proposed admissions arrangements during the consultation period are welcome to do so by going to Birmingham City Council’s BeHeard website here: [Birmingham Beheard](#)

Once the consultation period has closed on 6 January 2025, Birmingham City Council’s School Admissions and Fair Access Service will send our school any comments that have been received during the consultation period. The admission authority for our school will consider these comments before they formally agree (determine) our admissions arrangements by 28 February 2024.

We thank you in advance for your support and engagement with this process. Our determined admissions arrangements for 2026/2027, will be published on our school’s website by 15 March 2025.

Yours sincerely

Victoria Rivett

Victoria Rivett
Headteacher