Admissions policy and arrangements for 2028-29

Stakeholder consultation:

Monday 9th November 2026 to Monday 21st December 2026

Consultation lead contact: Rachel Bushell
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Contact address: Barham Court, Teston, Maidstone, Kent ME18 5BZ

1 Consultation process

Kent Catholic Schools' Partnership is the 'admissions authority' for all Trust academies. We are consulting on changes to admission arrangements for all Trust schools for September 2028/29 admissions.

Under the Schools Admissions Code, where there are changes suggested to admission arrangements, an admissions authority is required to conduct a stakeholder consultation process. We are therefore required to undertake a public consultation on our Admissions policy for 2028-29.

The admissions authority must determine admission arrangements by 28 February 2027 and publish these on its website by 15 March 2027.

The draft 2028-29 Primary and Secondary Admissions policy and Supplementary Information Forms are available below.

2 Who can be involved in the consultation?

We invite comments from the following groups:

- parents of children between the ages of 2 and 18
- other persons in the area of each school who have an interest in the proposed arrangements (stakeholders)
- all other admissions authorities within the local area
- the local authority in which our academies are situated (Kent and Medway)
- the body or person representing the religion or religious denomination.

3 What are the changes?

The following school has joined the Kent Catholic Schools' Partnership ("the Trust") over the last year:

St Francis Catholic Primary School, Maidstone

Kent Catholic Schools' Partnership is the admissions authority for all 33 schools within the Trust. Common admission arrangements have been in place for all schools within the Trust since 2022/23. The Trust admission arrangements seek to simplify the process for parents and carers, ensuring the process is as fair as possible while preserving the catholic character of our schools and ensuring catholic children have priority in the offering of places.

The Trust has reviewed its admission arrangements and is proposing to adopt the latest Southwark Diocese model admission arrangements. The changes include:

- Adoption of the model diocesan admissions policy including updated wording, definitions and admissions processes intended to provide greater clarity and consistency for families.
- Members of the Eastern Christian Churches will be included within the same oversubscription category as Catechumens.
- Introduction of an exceptional social, medical or pastoral need provision will enable applications to receive higher priority within each oversubscription category where there is compelling evidence that the child's exceptional social, medical or pastoral needs can most appropriately be met by a particular school. Supporting evidence from an appropriate professional will be required.
- Sibling priority will no longer appear as a separate category. Instead, where oversubscription occurs, applications from children with a sibling already attending the school at the time of enrolment will be prioritised within the relevant oversubscription criteria. Please note that this does not remove sibling recognition but changes how it is applied within the admissions process.
- Priority for children of staff will no longer be a standalone oversubscription category. Instead, priority will be applied within the relevant oversubscription criteria. In addition, the previous skills-shortage element of the criteria has been removed, meaning the provision will now only apply where the member of staff has worked at the school continuously for at least two years.
- Additional change for secondary schools is a repositioning of the feeder school priority. The feeder catholic primary school criteria remains within the admission arrangements. However, it has been moved below the Catechumens and Eastern Christian Churches in line with the updated Diocesan model policy.

Changes to admission arrangements for St Francis Catholic Primary School, Maidstone

The policy continues to prioritise Catholic children and maintains the school's Catholic character and ethos. The proposed principal changes are:

- The Kent Catholic Schools' Partnership ("the Trust") is now the admissions authority, not the school's governing body
- Updated oversubscription criteria and clearer definitions of applicant groups
- Introduction of a Supplementary Information Form to support applications made

under faith-based and children of staff criteria

- Inclusion of clearer arrangements for in-year admissions, waiting lists, Fair Access Protocol admissions and withdrawal of offers where misleading information has been supplied.

4 How can I submit feedback?

Our preferred method of receiving feedback is by email.

Please email your comments regarding the proposed Kent Catholic Schools' Partnership admission arrangements for 2028-29 to office@kcsp.org.uk . If you do not have access to email, you may write to us at KCSP, Barham Court, Teston, Maidstone, Kent ME18 5BZ.

All comments must arrive before 11.59pm on Monday 30th November 2026.

Your views are important to us and all comments raised during the consultation process will be taken into consideration before any firm decisions are made.

INSERT SCHOOL LOGO

Kent Catholic Schools' Partnership
'Academies in Christ'
Part of the Archdiocese of Southwark

URSULINE COLLEGE, WESTGATE ADMISSION POLICY 2028-29

1. Introduction

This 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 always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Kent Catholic Schools' Partnership, a Multi-Academy Trust. as part of the Catholic Church in accordance with its trust deed and 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 Kent Catholic Schools' Partnership 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. The admission authority has set the school's Published Admissions Number (PAN") at **150** pupils to year 7 and **50** for external applicants to year 12 in the school year which begins in September 2028.

The admission authority 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 PAN.

2. Admission to the Sixth-Form

Pupils in Year 11 have the right to continue their Catholic education in the sixth form provided they meet the entry requirements for a course of study they wish to undertake. Current pupils who do not meet that requirement will be supported to obtain a place at another institution of their choice.

The planned admission number for year 12 will be **50** external candidates

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 a minimum of 4 GCSE passes at Grade 4 and above to study BTEC or vocational courses; 5 GCSE passes at 4 and above to study A level/BTEC combination; 5 GCSE's at Grades 5 and above to study straight A Levels.

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 on the school's website.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria 1 to 3 and 8 set out below.

3. Pupils with an Education, Health and Care Plan (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. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

4. 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:

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Other Catholic children. (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children who attend a feeder Catholic primary school, namely,

   St Ethelbert's Catholic Primary School, Ramsgate; St Joseph's Catholic Primary School, Broadstairs; St Mary's Catholic Primary School, Whitstable; and St Gregory's Catholic Primary School, Margate.
6. Children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader (see note 6)
7. Children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7)
8. 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 10)

(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 8)

(iii) An application from a child(ren) of a member of staff who has been employed at the school for two or more consecutive years at the time of application will

be placed at the top of the category in which the application is made after children in (i) and (ii) above (see note 9).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by using the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a KCC Senior Admissions Officer and confirmed by the KCC Head of Service.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

5. Application Procedures and Timetable

5.1 Application procedure for entry to Year 7 in the normal admission round

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 2 or 4 to 7 or (iii). The Supplementary Information Form should be returned to school Admissions Officer by the closing date.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 2 or 4 to 7 or (iii), and this may 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.

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.

5.2 Application procedure for entry to the Sixth Form

To apply for a place in the sixth form students currently attending a Kent school should apply for a sixth form course via Kent Choices. Internal applicants will receive support with the online application process. External applicants need to contact the relevant school to find out how to apply. Students are only requested to complete the

Supplementary Information Form if they are applying under criteria 1, 2 or 3 of the oversubscription criteria.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 2 or 4 to 7 or (iii), and this may affect your child's chance of being offered a place.

Conditional offers based on predicted GCSE grades will be sent to applicants by the end of March 2028.

External applicants much give evidence of their achieved grades to the school on GCSE results day.

The offer of a place will be confirmed by 31st August 2028.

Late applications will be considered if courses are available after all other applications have been considered.

6. 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 school Admissions Officer at the same time as the admission application is made. The admission authority 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 headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

7. Waiting Lists

In addition to their right of appeal, parents/guardians of children who have not been offered a place 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 throughout the school year. The waiting list will be held open until the end of December of the year of application.

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

A waiting list is not maintained for sixth forms.

8. In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round for years 7 to 11 by completing the In Year Casual Application Form (IYCAF) available on the school website. The child will be admitted where there are available places.

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

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

9. 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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

10. Right to withdraw the offer of a place

The admission authority reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

11. Contact

Admissions Officer: Name and Contact details

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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. '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.

4. '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.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "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.

7. "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 religion which involves belief in more than one God, and
- 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.

8. 'brother or sister' includes:

   (i) 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

   (ii) 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.

9. 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.

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

11. 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.

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SUPPLEMENTARY INFORMATION FORM

2028/29

If you are expressing a preference for a place for your child at this school and wish to apply under a faith criterion OR as a current member of staff, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to the school office marked for the attention of the Admissions Officer** by the closing date of **31st October 2027.**
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child:	
Address of child:	
Parent/Carer Name [1]	
Parent/Carer Email	

Please read the relevant school Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided the admission authority of the school may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	**Tick Box**	**Evidence: insert details in accordance with the Notes below**
1. Catholic (see note 1)	☐	
2. Catechumen (see note 2)	☐	
3. Member of an Eastern Christian Church (see note 3)	☐	

[1] This does not require completion where an application is being made by a pupil on their own behalf for entry to year 12.

4. Member of other Christian denomination (see note 4)	☐	
5. Member of other faith (see note 5)	☐	

NOTE: If the applicant is the child of a member of staff who has been employed at the school for two or more consecutive years at the time of application, you will need to tick the box below.

Child of a current member of staff employed at the school for 2 years.	☐

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 Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……

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. This school is part of the Kent Catholic Schools' Partnership ("the Trust"), a multi academy trust (MAT). The Trust is the data controller.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the Trust's Directors, 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 Charlotte Robinson, Chief Operations Officer, and you can contact them with questions relating to our handling of the data. You can contact them by email at dpo@kcsp.org.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 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 privacy 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 Trust's data retention policy.
10. To read about your individual rights you can refer to the school's privacy 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 the Trust's complaints policy which can be found on the school website.. 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.

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. 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. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence for Catechumens

If an application is being made for a place at the school/academy for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school/academy.

3. Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

4. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form?