

ADMISSIONS ARRANGEMENTS CONSULTATION

This is the formal consultation document for the admission arrangements of the academies of Pope Francis Catholic Multi Academy Trust comprising:

- St Edmund Arrowsmith Catholic Academy (Secondary – Knowsley)
- Sacred Heart Catholic Academy (Secondary – Sefton)
- Salesian Academy of St John Bosco (Secondary – Sefton)
- St Edmund's and St Thomas' Catholic Primary School (Primary – Sefton)
- St Mary's Catholic Primary School (Primary – Sefton)
- Our Lady of Walsingham Catholic Primary School (Primary – Sefton)
- Our Lady of Lourdes Catholic Primary School (Primary – Sefton)

Pope Francis Catholic Multi Academy Trust is consulting on the Admissions Arrangements for all schools in the Trust. The Trust is the official admissions authority for all its schools, but will continue to form part of the coordinated primary and secondary transfer arrangements with the Local Authorities. This means that all applications for primary and secondary admissions will be made on the applicant's home local authority form.

All state-funded schools (this includes those holding academy status) have a set of admissions rules, published admission number and oversubscription criteria to help them process school applications consistently, transparently and fairly in accordance with the 2021 School Admissions Code.

We are consulting on some proposed changes to our admissions policy in all schools, but continue to seek to ensure that the individual character of each academy at the point of conversion is maintained.

Any changes confirmed would formally take effect from September 2026.

Proposed Planned Admission Numbers (PAN):

School	Current PAN	Proposed PAN	Comment
St Edmund Arrowsmith Catholic Academy	210	210	No change
Sacred Heart Catholic Academy	150	150	No change
Salesian Academy of St John Bosco	120	120	No change
St Edmund's & St Thomas' Catholic Primary School	45	30	Decrease
St Mary's Catholic Primary School	15	15	No change
Our Lady of Walsingham Catholic Primary School	30	30	No change
Our Lady of Lourdes Catholic Primary School	60	60	No change

The above change is undertaken in an effort to allow for effective curriculum and financial planning in support of our pupils.

Admissions Policies

The full Admissions Policy for each school is on the Trust Website and on the individual school website.

Over-Subscription Criteria:

All Schools

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.

Where more applications are received than places available, the following oversubscription criteria will be used to determine the allocation of places:

St Edmund Arrowsmith Catholic Academy

1. Looked after children and previously looked after children
2. Catholic children who are resident in the parishes of St Leo, Our Lady Immaculate & St Joseph, Our Lady Help of Christians, St Luke, St John Fisher, St John Vianney, Holy Family Cronton, St Aidan, St Aloysius, St Agnes and St Columba's (see notes 3 & 11)
3. Other Catholic children (see note 3)
4. Children attending one of the following Catholic Partner Primary Schools in the parishes or former parishes named in criterion 2 above:

Holy Family, Cronton	St Columba's	Holy Family, Halewood
St John Fisher	Our Lady's, Prescott	St Joseph
St Aidan's	St Andrew the Apostle	St Anne's
St Leo's	St Mark's	St Aloysius
St Luke's		
5. Catechumens and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4 & 5)
6. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children

Sacred Heart Catholic Academy

1. Looked after children and previously looked after children
2. Catholic children who are resident in the parishes of St Helen's, Crosby; St Joseph's, Blundellsands; St Peter & Paul, Crosby; St Oscar Romero (the parts of the parish formerly referred to as St Edmund's, Waterloo and St Thomas of Canterbury, Waterloo) (see notes 3 & 11)
3. Other Catholic children (see note 3)
4. Children attending one of the following Catholic Partner Primary Schools in the parishes or former parishes named in criterion 2 above: Great Crosby, Ursuline, St Edmund's & St Thomas'
5. Catechumens and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4 & 5)
6. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children

Salesian Academy of St John Bosco

1. Looked after children and previously looked after children
2. Catholic children resident in the parishes of Holy Spirit, Our Lady of Walsingham, St Oscar Romero (the part of the parish formerly referred to as Our Lady Star of the Sea), St Elizabeth of Hungary, St James, St Monica & St Richard and St Robert Bellarmine (see notes 3 & 11)
3. Other Catholic children (see note 3)
4. Children attending one of the following Catholic Partner Primary Schools in the parishes or former parishes named in criterion 2 above: All Saints', Bootle, St Elizabeth's, Holy Spirit, St Monica's, Our Lady of Walsingham, St Robert Bellarmine, Our Lady Star of the Sea
5. Catechumens and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4 & 5)
6. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children

St Edmund's and St Thomas' Catholic Primary School

1. Looked after children and previously looked after children
2. Catholic children who are resident in the parish of St Oscar Romero (the former parishes of St Edmund of Canterbury, Waterloo, Our Lady Star of the Sea & St Thomas of Canterbury, Waterloo) (see notes 3 & 11)
3. Other Catholic children (see note 3)
4. Catechumens in the Catholic Church and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4 & 5)
5. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
7. Any other children

St Mary's Catholic Primary School

1. Looked after children and previously looked after children
2. Catholic children who are resident in the parishes of St Mary's, Little Crosby; Our Lady of Victories, Hightown and Holy Family, Ince Blundell. (see notes 3 & 11)
3. Other Catholic children (see note 3)
4. Catechumens in the Catholic Church and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4 & 5)
5. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children

Our Lady of Walsingham Catholic Primary School

1. Looked after children and previously looked after children
2. Catholic children who are resident in the parish of Our Lady of Walsingham (see notes 3 & 11)
3. Other Catholic children (see note 3)
4. Catechumens in the Catholic Church and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4 & 5)
5. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
7. Any other children

Our Lady of Lourdes Catholic Primary School

1. Looked after children and previously looked after children
2. Catholic children who are resident in the parishes of Our Lady of Lourdes & St Joseph, Sacred Heart & St John Stone and St Teresa (see notes 3 & 11)
3. Other Catholic children (see note 3)
4. Catechumens in the Catholic Church and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4 & 5)
5. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
7. Any other children

For each school :

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 most appropriately be 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).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Sefton local authority uses data from the local land and property gazetteer (LLPG) which is updated annually. A bespoke geographical information system (GIS) called 'Map Info' is used, and also a distance measuring tool known as 'Route Finder.' To measure, Route Finder uses the shortest road walking route from the 'property address point' as provided by Ordnance Survey (OS).

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. This should then be formally minuted for future reference.

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 academy.
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 Catholic 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 law 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' **not** in full communion with Rome 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 Ecclesial Communities" 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. A Certificate of Baptism or equivalent would be required.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian Ecclesial Communities' at 6 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
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 academy, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest. (Please see Guidance Handbook for further information).
11. For the purposes of this policy, parish boundaries can be confirmed on an individual basis from the School Office.
12. 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"). . 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 on the Application as defined by the Local Authority in which the child lives. For Sefton residents, in cases where parent(s)/carers(s) are separated and both have retained joint

responsibility, the parent with whom the child primarily resides should complete the application form. The home address used will be that which is directed by the court, or the address where the child lives for the majority of the academy week. If the child's time is split equally between two homes, the address of the parent who receives the child benefit will normally be used.

Comments

If you wish to comment on the proposed admission arrangements and oversubscription criteria for these academies, or if you have any comments, queries or concerns about the school admission arrangements, please email louise.jones@pfcmat.org. Any comments or queries can also be directed to each individual academy, with contact details for each academy provided below. Please ensure that any communication is marked 'Admissions Consultation'.

Feedback provided through the admissions consultation will be treated confidentially and will be considered by the Trust Board in deciding the final arrangements.

Consultation Timeline

Consultation opens	Monday 9 th December 2024
Consultation closes	Friday 31 st January 2025
Review by Trust Board	Thursday 13 th February 2025
Final determination	Thursday 13 th February 2025

Contact Details

St Edmund Arrowsmith Catholic Academy	Cumber Lane Prescot L35 2XG	0151 477 8770	admin@seaca.pfcmat.org
Sacred Heart Catholic Academy	Liverpool Road North Crosby L23 3TF	0151 931 2971	admin@shca.pfcmat.org
Salesian Academy of St John Bosco	Netherton Way Bootle L30 2NA	0151 521 3088	admin@sjb.pfcmat.org
St Edmund's & St Thomas' Catholic Primary School	Oxford Road, Waterloo L22 8QF	0151 928 5586	admin@sest.pfcmat.org
St Mary's Catholic Primary School	Back Lane Little Crosby L23 4UA	0151 924 4447	office@stmarys.pfcmat.org
Our Lady of Walsingham Catholic Primary School	Stand Park Avenue Netherton L30 3SA	0151 525 6358	admin@olow.pfcmat.org
Our Lady of Lourdes Catholic Primary School	Grantham Road Southport PR8 4LT	01704 568375	admin@olol.pfcmat.org