BLESSED HUGH FARINGDON CATHOLIC SECONDARY SCHOOL

FAWLEY ROAD, READING, RG30 3EP

Catholic Diocese of Portsmouth

ADMISSION POLICY 2026-2027

Blessed Hugh Faringdon Catholic Secondary 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 governing body as part of the Catholic Church in accordance with its trust deed and instrument of government 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 the admission arrangements.

The governing body 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 its Published Admission Number (PAN) at 180 pupils to year 7 in the school year which begins in **September 2026.**

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.

Pupils with an Education, Health and Care Plan (see note1)

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.

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 children or Catholic previously looked after children. Evidence of Baptism and adoption (if applicable) will be required (see note 2 and note 3).

2. Catholic children. Evidence of Baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church will be required (see note 3).

3. Other looked after children and previously looked after children. Evidence of adoption (if applicable) will be required (see note 2).

4. Children who are members of Eastern Christian Churches. Evidence of membership of the church provided by a priest of a designated place of worship will be required (see note 5).

5. Children of other Christian denominations. 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.

Priority within the Oversubscription Criteria:

The governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available, and it is necessary to decide between applications through a priority ranking:

1. Within each Oversubscription category above, priority will be given on the basis of social or medical need which make the school particularly suitable for the child in question**. STRONG AND RELEVANT EVIDENCE, NAMING THE SCHOOL, MUST BE PROVIDED BY AN APPROPRIATE PROFESSIONAL AUTHORITY (e.g. qualified medical practitioner, education welfare officer, SENCO, senior UK service personnel, social worker or social care professional). EVIDENCE OF A DIAGNOSIS OR A LETTER FROM A PARENT EXPRESSING A PREFERENCE FOR THE SCHOOL IS NOT SUFFICIENT EVIDENCE.** (See note 11)

2. Within each Oversubscription category above, priority will be given to children with a sibling in the school at the time of application (see note 8).

3. Within each Oversubscription category above, priority will be given to those children in attendance at a named Catholic feeder primary school (see note 4).

4. Within each Oversubscription category above, priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. This information on distance is provided by Reading Local Authority using a computerised system; distances are not measured by the Governing Body. Evidence of residence may be required (see note 10).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a **Common Application Form (CAF)** available from the local authority in which you live.
The Common Application Form should be returned to the Local Authority by 31st October 2025

You are also requested to complete the **Supplementary Information Form (SIF)** attached to this policy if you wish to apply under oversubscription criteria 1 to 2 or 4 to 6.
The Supplementary Information Form should be returned to the school office by 31st December 2025

For in-year applications the Supplementary Information Form should be returned to **the school office** with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on **1st March 2026** or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

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 6, 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 2025**.

Late Applications

You are encouraged to ensure that your application is received on time.

A Common Application Form (CAF) application received after **31st October 2025** will be treated as a late application and will be considered after all on-time applications have been allocated. However, applications that are received late for a good reason will be treated as on time if received before **1st January 2026.** Such good reasons might be if illness prevented a single parent/carer from returning the form on time or the family moved into the Greater Reading Area after the closing date. The reason for lateness must be supported by a medical professional or documentary evidence supplied to confirm the reasons given. If no evidence is provided it will be assumed that an application could have been made by the closing date and the application will not be processed until after **15th March 2026.**

If there are any places available, any late applications will be considered by the Governors' Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of 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 **Office Manager, Blessed Hugh Faringdon Catholic School, Fawley Rd, Reading RG30 3EP** 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 head teacher, including the head teacher'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.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 **31st July 2027** unless applicants request in writing to remain on the list.

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting admin@hughfaringdon.org (putting 'In-Year Application' in the subject line) and the Local Authority when making an In-Year application.

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, within a maximum of 15 school days of receipt, and you have the right of appeal to an independent appeal panel.

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 when admitting the child would mean exceeding the published admission number.

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

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 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 can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
Named Catholic feeder primary schools are: English Martyrs Catholic Primary School, St Pauls Catholic Primary School, St Martins Catholic Primary School, St Annes Catholic Primary School, Christ the King Catholic Primary School and St Dominic Savio Catholic Primary School.

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 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. Siblings (brother or sister) includes:

- 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**
- the child of a parent's partner where that child 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. 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.

11. **Exceptional medical need**: If the child has a serious medical condition/disability such that the parent feels the child must go to Blessed Hugh Faringdon School, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached**, e.g. a letter from a registered health professional,** setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child's medical consultants. Governors may consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

Exceptional social need: If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, **e.g. a report from social services or from a social care professional** detailing why this school is the most appropriate placement for the child given the circumstances of the case.

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SUPPLEMENTARY INFORMATION FORM

2026-2027

If you are expressing a preference for a place for your child at Blessed Hugh Faringdon Catholic School in Reading local authority area and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

You should also complete a SIF if you are applying for priority because of exceptional medical/social need.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to the school office by the closing date**, 31st December 2025.**
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- 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 faith category and this may affect your child's chance of being offered a place.**
- **Remember – you must also complete the Common Application Form (CAF) from your local authority by 31st October 2025. Without a completed CAF, the submission of the form is NOT a valid application.**

Name of child: _____

Date of birth: _____

Address of child: _____

_____

Parent/Carer Name: _____

Parent/Carer Email: _____

Phone No: _____

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

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)

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 Catholic school/academy at the proposed time of admission. If this information is not provided the Admission Authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Criteria	**Tick Box**	**Evidence**
1. Catholic (see note 1)	☐	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
2. Member of an Eastern Christian Church (see note 2)	☐	A certificate of baptism or reception into the Eastern Christian Church.
3. Member of other Christian denomination (see note 3)	☐	Letter confirming membership of a Christian denomination (see note 3)
Member of other faith (see note 3)	☐	Letter confirming membership of another faith (see note 3)

Catholic Parish in which your child lives:

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. We are Blessed Hugh Faringdon Catholic School Fawley Road, Reading RG30 3EP.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, 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 Thomas Ng and you can contact him with questions relating to our handling of the data. You can contact them by calling the School Office on 0118 9574730
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 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 fair processing 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 school's data retention policy.
10. To read about individual rights and/or 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 contacting the School via the School Office following the Complaints Procedure, details of which can be found on the school Web site. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

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.

Unfortunately, the school is not allowed to check or advise on completion of this form. Parents/guardians are wholly responsible for completing the form correctly, signing and dating it, and submitting it within the published timeframe together with all the supporting documentation required.

Signed…….. **Date**……

Notes

1.Evidence of Catholic Baptism

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

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 of Membership of an Eastern Christian Church

If application is being made for a place at the school 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.

3. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school 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, alternatively the evidence may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

Checklist:

- **Have you completed and returned your local authority's Common Application Form by closing date 31st October 2025.**

Have you enclosed:

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