

Admissions Policy 2025/2026 for



**All
Hallows
Catholic
School**



Document Control

Date	Version	Changes	Senior Leadership Team Approval	Governing Board Approval
6 Dec 23	V3.2	Updated for 2025/2026 using Diocesan Model template 3, & sent out for consultation.	M Baines	Admissions Committee
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Our School Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

1. Introduction

All Hallows Catholic School & Sixth Form College 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 240 students to year 7 in the school year which begins in September 2025.

Twins and other multiple-birth children will be admitted together, as long as at least one of the siblings is within the School's published PAN of 240

2. Pupils with an Education, Health and Care Plan (EHCP) (see note 1)

The admission of students with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan (EHCP) 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.

3. 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. All Looked After and Previously Looked After children. (see note 2);
2. Baptised Catholic Siblings (see notes 3 & 6) of children already in attendance at All Hallows Catholic School & College, whose application is accompanied by an **original** Baptismal Certificate; or siblings who have been received into the Catholic Church and whose application is accompanied by an **original** letter or Certificate of Reception.
3. Baptised Catholic children (see note 3) currently attending one of the following feeder schools, whose application is accompanied by an **original** Baptismal Certificate:
St. Joseph's Aldershot/ St. Polycarp's/ St. Bernadette's/ St. Augustine's/St. Patrick's.
4. Baptised Catholic (see note 3) children whose application is accompanied by an **original** Baptismal Certificate; or children who have been received into the Catholic Church and whose application is accompanied by an **original** letter or Certificate of Reception.
5. Other Children (see note 6), who are not baptised Catholic, with a sibling already in attendance at All Hallows Catholic School & College.
6. Children whose parent is a member of staff, employed by the Governing Body at the school and have been in post for at least two years prior to the application to the school.
7. Other Children currently attending one of the following feeder schools:
St. Joseph's Aldershot/ St. Polycarp's/ St. Bernadette's/ St. Augustine's/ St. Patrick's.
8. Children of other Christian Denominations (see note 4) whose membership is evidenced by a minister of religion.
9. Children of other faiths (see note 5) whose membership is evidenced by a religious leader.
10. Any other children.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured from the home address (including the community entrance to flats), using the shortest route (straight line) to the main entrance to the school, using a standard computerised measuring system. Those living closer to the school will receive higher priority within the relevant criteria. In the unlikely event of the distance between two applicant's homes and the school being the same, random allocation will be used, which will be supervised by an independent party.

4. Application Procedures and Timetable

To apply for a place at this school in the normal admission round¹, 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 2 to 4 or 7 to 9, the Supplementary Information Form should be returned to the School's Admissions Officer by **Thursday 31 October 2024**.

For in-year applications the Supplementary Information Form should be returned to the School's Admissions Officer with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on 1 March 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 2 to 4 or 7 to 9, 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 31 October 2024.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

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:

Admissions Officer
All Hallows Catholic School & College
Weybourne Road
Farnham
Surrey GU9 9HF
e-mail: admissions@allhallows.net

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.

¹ This is for admission to the school at the start of the school year in September and not for applications made in-year.

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 31 July 2026 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. Application should be made to the school by contacting:

Admissions Officer
All Hallows Catholic School & College
Weybourne Road
Farnham
Surrey GU9 9HF
e-mail: admissions@allhallows.net

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 (PAN).

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 (EHCP) 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 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. "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 CYTUN 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.
5. "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 5 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.
6. Siblings (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 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.
7. 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.
8. 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.

Closing date for All Hallows Catholic School Supplementary Information Forms for September 2025 is Thursday 31 October 2024.

Sixth Form College at All Hallows Catholic School

All Hallows Sixth Form College is a Voluntary Aided Catholic College in the Trusteeship of the Catholic Diocese of Portsmouth. It is the Governors' policy that the distinctive Catholic nature of the college should be maintained. With this in mind the Governors ask that all students who wish to attend The Sixth Form College will respect our Catholic ethos and its importance to the school community. This does not affect the right of students who are not of the faith of this school to apply for and be considered for a place here.

The Sixth Form College at All Hallows has a PAN for entry into Year 12 of 50. This is the number of external applicants who will be admitted to the school for the first time. Internal applications may be received from students who already attend All Hallows in Year 11. Internal applicants will continue into the Sixth Form should they meet the minimum entry requirements. The overall capacity of Year 12 will be 150 students in the school year 2025-2026. If capacity is not met, the school reserves the right to admit additional external applicants above the PAN where possible and in line with the oversubscription criteria below.

Students will be admitted on a non-selective basis and if there are more applications from external applicants than places available the Governors will apply the oversubscription criteria in the order in which they are set out below i.e. applications for students in Criteria 1) will receive first priority followed by those in Criteria 2) and so on.

Oversubscription criteria will only apply to external applicants and not to applicants who are already on roll at the school. The Governing Body will use geographical distance (see notes within the main admissions policy to Year 7) in the event of oversubscription when a final decision needs to be made in any criteria, with those living closer to the school receiving priority.

1. Oversubscription Criteria

- 1) All Looked After and Previously Looked After children. (see note 2 in Admissions Policy);
- 2) Baptised Catholic Siblings. (see notes 3 & 6 in Admissions Policy);
- 3) Baptised Catholic Students. (see note 3 in Admissions Policy);
- 4) Students of other faith communities who require a Catholic Sixth Form College (see note 5 in Admissions Policy);
- 5) All other children;

(For definitions, please refer to the notes within the main Admissions Policy)

It is crucial that the Sixth Form Application Form is completed and returned to the Head of College by the closing date of **3 January 2025**. Forms which are received after this date can only be considered as part of a waiting list once places have been allocated to on time applicants according to our criteria. Prior to admission, a meeting will be held to discuss options.

Places within the Sixth Form for both external and internal applicants will be subject to the availability of places on the various courses and in the various subjects offered by the College and the achievement of the academic requirements for the courses contained in the Sixth Form prospectus.



SUPPLEMENTARY INFORMATION FORM 2025/2026



If you are expressing a preference for a place for your child at All Hallows Catholic School in Surrey and wish to apply under a faith criterion, 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 Admissions Officer** by the closing date, **31 October 2024**.
- 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 All Hallows Catholic 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.

Name of child: _____

Date of Birth of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Email: _____

Parent/Carer Contact Tel. No.: _____ (Home/Mobile)

Please read the relevant School Admission 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 Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic 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 1	Looked After and Previously Looked After Children. (<i>see note 2 in Admissions Policy</i>)	
Criteria 2	Baptised Catholic Siblings (<i>see notes 3 & 6 in Admissions Policy</i>) of children already in attendance at All Hallows Catholic School & College, whose application is accompanied by an original Baptismal Certificate; or siblings who have been received into the Catholic Church and whose application is accompanied by an original letter or Certificate of Reception. Name of Sibling:Tutor Group:	
Criteria 3	Baptised Catholic Children currently attending one of the following feeder schools: St. Joseph's Aldershot/ St. Polycarp's/ St. Bernadette's/ St. Augustine's/St. Patrick's (<i>see note 3 in Admissions Policy</i>) and whose application is accompanied by an original Baptismal Certificate; or children who have been received into the Catholic Church and whose application is accompanied by an original letter or Certificate of Reception. Name of Feeder School currently attended:	
Criteria 4	Baptised Catholic (<i>see note 3 in Admissions Policy</i>) children whose application is accompanied by an original Baptismal Certificate; or children who have been received into the Catholic Church and whose application is accompanied by an original letter or Certificate of Reception.	
Criteria 5	Other Children with a sibling (<i>see note 6 in Admissions Policy</i>), who are not baptised Catholic, already in attendance at All Hallows Catholic School & College. Name of Sibling:Tutor Group:	
Criteria 6	Children whose parent is a member of staff, employed by the Governing Body at the school and have been in post for at least <u>2</u> years prior to the application to the school.	
Criteria 7	Other Children currently attending one of the feeder schools. St. Joseph's Aldershot/ St. Polycarp's/ St. Bernadette's/ St. Augustine's/ St. Patrick's Name of Feeder School currently attended:	
Criteria 8	Children of other Christian Denominations (<i>see note 4 in Admissions Policy</i>) whose membership is evidenced by a minister of religion.	
Criteria 9	Children of other faiths (<i>see note 5 in Admissions Policy</i>) whose membership is evidenced by a religious leader.	
Criteria 10	Any other children.	

Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you must complete the Supplementary Information Form (SIF).
- If your child attends one of the feeder schools, a signature from the Headteacher is required in order to confirm they are enrolled at that school.
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Year 7 Admission in the normal admissions round for the Year 2025–2026, the completed SIF together with all supporting documents, should be returned to the school by 31 October 2024.
- Remember to sign and date before returning.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You must also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

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.

- We are: **All Hallows Catholic School & Sixth Form College**
Weybourne Road
Farnham
Surrey GU9 9HF
- 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.
- To make a request for your personal information, or be given access to your child's educational record, contact admin@allhallows.net. The organisation employed to handle all requests to access personal data is:
Satswana Limited
Suite G12, Ferneberga House
Alexandra Road
Farnborough
Hampshire GU14 6DQ

You can contact them with questions relating to our handling of the data by e-mailing admin@allhallows.net in the first instance.

- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- 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).
- 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.
- 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).
- 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.
- 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.
- To read about your individual rights you can refer to the school's [Privacy & Data Protection Policy](#).
- 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 school's [Complaints Policy](#). 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.

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: _____

Additional Information

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 the full communion of 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 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 enclosed?

- Original baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence confirming membership of a Christian denomination or other faith (where applicable) signed by the appropriate minister of religion or faith leader.
- Have you completed and returned your local authority's Common Application Form?