

**Our Lady of Lourdes Catholic Primary School**  
**Minutes of an Admissions Committee Meeting – 26 February 2021 at**  
**12.30pm, held remotely**

**Present:** Paul Barber, Emma Briggs, Mel Fane, Helen Snow, Ian Watson (Committee Chair)

**Quorum:** Three committee members and the Headteacher. Five committee members including the Headteacher were present. The meeting was quorate.

**Clerk:** Ruth Ai

Minutes signed by: \_\_\_\_\_ Agreed on: \_\_\_\_\_

	<b>Actions</b>
1. <b>Prayers, welcome and apologies for absence</b> The Headteacher opened the meeting with prayer. There were no apologies as the meeting was fully attended. Due to the resignation of Jess Winter the committee is seeking to recruit another governor member.	
2. <b>Declaration of interests in agenda items</b> None.	
3. <b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>• <u>To agree accuracy</u> The minutes were <b>agreed as a true record</b>.</li> <li>• <u>Matters arising, including action points</u> <b>Min 8:</b> The Headteacher has trained the Admissions Officer and <b>will forward the crib sheet/checklist to the committee</b>. It must be ensured that the school has the spreadsheet with the final allocations. Visits to churches have taken place as much as was possible under Covid, except to Peacehaven.</li> </ul>	PB
4. <b>To confirm arrangements for publication of Appeals Timetable</b> Governors fulfil the requirement of publishing an appeals timetable on the website by publishing a link to Brighton and Hove Admissions who handle the appeals process.	
5. <b>Assessment and ranking of applications for admission to Reception September 2021</b> <ul style="list-style-type: none"> <li>• <u>To confirm agreement by email to consider admission outside of normal age group</u> A few weeks prior to the meeting, governors had been approached by the LA to decide whether to consider an application for admission outside the normal age group (Reception instead of Year 1). As the LA had asked for a decision as soon as possible, <b>this had been agreed by email, and this decision is now formally minuted</b>.           <ul style="list-style-type: none"> <li>• <u>To rank applications</u> Prior to the meeting committee members had access to an online spreadsheet of applications and the Supplementary Information Forms (SIFs) that had been submitted. Two committee members per section had ranked the applications online prior to the meeting and the committee discussed those which were not clear or where the two committee members' rankings did not agree. The committee discussed:</li> </ul> </li> </ul>	

- A late application added to the spreadsheet after initial ranking had been completed. ***Agreed as category 12.***
- Twins – cannot be ranked as category 9 (siblings), as not yet on roll.
- One application was submitted with a SIF stating the child is Catholic, without confirmation that the parent had met with the priest, and the parish where the family worships is Anglican. The baptism certificate that had been submitted was also Anglican. The committee agreed that this is an application from another Christian denomination, but were uncertain whether a baptism certificate should be accepted for that category, when the Admissions Policy requires a letter from the minister of religion. The committee agreed that advice should be sought from the Diocese, and the ranking applied would be in line with that advice. <sup>1</sup> **The chair will also ask the Diocese to include some clarification around “evidence” and “letter” in future policies.**

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There were two other applications for admission outside of the normal age group, which according to the LA spreadsheet had already been agreed previously by the LA. The committee therefore agreed to comply with this and to consider these applications together with all others for admission to Reception entry, rather than Year 1.

***Agreed:***

***The following rankings were agreed:***

Category	Number of applications
1	0
2	5
3	0
4	6
5	0
6	0
7	1
8	0
9	6
10	4
11	0
12	84

The Headteacher closed the meeting with prayer at 1.30pm.

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<sup>1</sup> Quote from email from Simon Parr, received after the meeting, 26 February 3.09pm – “Category 10 rather than category 12 as I think a CE baptism is a suitable form of evidence.”