



ST PHILIP HOWARD CATHOLIC ACADEMY

ADMISSIONS POLICY 2016 – 2017

Lead	
Policy Status: Approved/Awaiting Approval	Approved
Prepared	
Next Review	Spring Term 2016
This Version No.	1

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ANNUAL REVIEW DATES

This document is reviewed annually by the Pupil Welfare Committee in the first instance and then the full governing body.

If there are only minor amendments these are recorded on the next page and this document is then signed below.

All copies will have the amendment page and the amended page replaced.

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If the document needs major changes then all the copies will be recalled and the whole document will be re-issued under the next issue number.

RECORD OF AMENDMENTS

DATE: 10 th March	PAGE 6
AMENDMENT: Statement from Diocese regarding the admission of children outside the normal age group	
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ADMISSIONS POLICY

2016-17

GENERAL

The Academy is in the trusteeship of the Diocese of Nottingham and serves the Catholic families of Glossopdale, Longdendale and contingent areas. Our first responsibility is to the children of Catholic families in these areas and these children must have priority in gaining a place at the school.

This policy deals with year 7 and the planned Admission Number for year 7 is 107

Governors have however approved that up to 107 can be taken across the other school years if the relevant criteria is met.

Our Academy belongs to the Nottingham Diocesan family of schools. It is founded by and is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of this school to apply for and be considered for a place here. We ask all parents or carers applying for a place to respect our ethos and its importance to the school community.

The Governing Body is the Admissions Authority for this school and places can only be offered by the Governing Body. The Local Authority co-ordinates the admissions process.

We are committed to providing a place for every Catholic child attending our partner primary schools. These schools are:

St Charles, Hadfield,
St Mary`s Glossop,
All Saints Old Glossop, and
St Margaret`s, Gamesley:

In order to provide a system for the allocation of places, a set of oversubscription criteria has been drawn up and agreed with the local admissions authority and lodged with the Diocesan Education Service. Criteria for admission to the school will give priority to Catholic children and other applications will only be considered if there are places available.

In drawing the criteria the Governing Body has used the following principles:

- the responsibility to serve the appropriate Catholic population as part of the Diocesan provision;
- a desire to keep families together;
- a desire to ensure continuity of education;
- a responsibility to the wider community;
- a desire to serve the general population.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

ARRANGEMENTS FOR ADMISSION TO YEAR 7

YOUR APPLICATION - DOCUMENTS REQUIRED

Common Application Form : All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form. This form should also be used for applications to schools in neighbouring authorities.

The Supplementary Form and Supporting Evidence

In addition all applicants should complete the Supplementary Form which should be returned to the school by the same closing date as the Application Form.

Parents or carers of Catholic children should also supply one of the following documents :

- A copy of the child's baptism certificate
- If the child has been received into the Catholic Church, written verification, signed by a Catholic priest and stamped with the parish stamp.
- If the child is participating in a course of preparation leading to baptism, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

If the required documents are not provided, the child might be ranked in a lower admissions category.

If a Supplementary Form has not been supplied with the application pack, parents should contact their primary headteacher or St Philip Howard School.

If the Supplementary Form is not completed and returned by the closing date, applicants will automatically be placed in the last category of the oversubscription criteria (see below)

YOUR APPLICATION – HOW PLACES ARE ALLOCATED

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on both the Common Application Form and the Supplementary Form, the Governing Body draws up a ranked list using the oversubscription criteria listed below. The Authority then

allocates places on behalf of each Governing Body up to the admissions number. Where places cannot be allocated at the first preference school, the Local Authority will allocate places at the next preferred school which has places.

THESE ARE THE OVERSUBSCRIPTION CRITERIA

Pupils with statements of special needs whose statement names the school will be admitted.

Our four partner primary schools are : St Mary's, St Charles, All Saints, St Margaret's

Catholic Pupils

1. Catholic pupils in the care of a local authority
2. Catholic pupils who attend one of our four partner primary schools and who will have a brother or sister attending the school at the time of admission
3. Catholic pupils who attend one of our four partner primary schools
4. Other Catholic pupils.

Other Pupils

5. Other pupils in the care of a local authority
6. Pupils who are baptised or dedicated members of other churches that belong to 'Churches Together in England' (see note 4) who attend one of our four partner primary schools and who will have a brother or sister at the school at the time of admission.
7. Pupils who are baptised or dedicated members of other churches that belong to 'Churches Together in England' (see note 4) who attend one of our four partner primary schools
8. Other pupils who attend one of our four partner primary schools who will have a brother or sister attending the school at the time of admission
9. Other pupils who attend one of our four partner primary schools
10. Other pupils who are baptised or dedicated members of other churches that belong to 'Churches Together in England' (see note 4) who will have a brother or sister attending the school at the time of the admission
11. Other pupils who are baptised or dedicated members of other churches that belong to 'Churches together in England' (see note 4)
12. Other pupils and those for whom no Supplementary Form has been received

If any of the above categories are oversubscribed, (after sibling priority) preference will be given to children who live nearest to the school. The county council has a Geographic Information System (GIS) to measure the nearest available route. It is measured by a standard walking distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is again taken from the postal address file and will be the centre of the school. The distance will be measured by the local authority and the data will be supplied to the governors.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admissions number.

DEFINITIONS

Note 1 - Definition of Brothers, Sisters (sometimes referred to as siblings)

Brothers or Sisters (siblings) are considered to be those children who live at the same address and either :

- a. have one or both natural parents in common
- or b. are related by a parent's marriage
- or c. are adopted or fostered.

Note 2 - Definition of Catholic

1. A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full ecclesial and canonical communion with the Bishop of Rome, (Pope Francis). (See footnote* below) Further advice available from Diocesan Education Service.
2. A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church.
3. A child who, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

Note 3 - Definition of Child in Public Care (Looked after).

A "looked after child" is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted, or
- (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Note 4 – Churches Together in England

See www.cte.org.uk for details of 'member churches of Churches Together in England'

Waiting Lists – Annual Round

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places.

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

Arrangements for Appeals

Following allocations, parents / carers may appeal if they are not allocated a place for their child at their preferred school. Requests for appeals must be made in writing and addressed to the Clerk to Governors at the relevant school. Appeals must be received by the Clerk to Governors no later than twenty working days after allocation day or, in the case of 'In Year' applications, twenty working days after the date of the refusal letter. The Catholic Schools Appeals Service arranges all appeals on behalf of the governing bodies of the four schools. Appeals will be heard by an independent panel and the final decision of the panel is binding on all parties.

Applications during the School Year

Applications for places in any year group, made during the school year, should be made to the Local Authority. Application Forms can be obtained from the Local Authority or from the school. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Details of in year waiting list arrangements will be provided on request. Inclusion on a school's waiting list does not mean that a place will eventually become available.

Places will be offered in writing. Offers not taken up within 10 working days may be withdrawn. In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within 20 working days after the date of your refusal letter.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Adopted by the Governing Body

Minute Number:

Signed:

