



Admissions Policy 2016/2017

The Holy Family Academy Trust is the Admissions Authority for Saint Benedict Catholic Voluntary Academy and has a responsibility, laid down by law; to maintain the Roman Catholic character of the Academy and their admission policy is agreed with this in mind. All matters relating to admissions are carried out by the Local Governing Body of Saint Benedict Catholic Voluntary Academy on behalf of the Academy Trust. The Local Governing Body are responsible for determining their admission arrangements. In doing so they have consulted all parties required by the code of practice. The Local Authority (LA) co-ordinates the process of admissions on behalf of the Local Governing Body. Parents/carers should consult the Local Authority booklet "How to apply for a place at Secondary School – a Guide for Parents" for the appropriate year which gives full details of the admissions process, including information on the admissions cycle. See also www.derbyshire.gov.uk/admissions.

The Academy serves the Catholic population of the City of Derby and surrounding areas. It takes children from the parishes of:

All Saints, Ashbourne
Christ the King, Mackworth
Saint Ralph Sherwin, Chellaston
English Martyrs, Alvaston
Holy Family, Allestree
Our Lady of Lourdes, Mickleover
Our Lady of Mercy and Saint Philip Neri, Melbourne and other villages
Our Lady of Perpetual Succour, Belper
That part of the parish of Our Lady and Saint Joseph, Matlock with Our Lady and Saint Teresa of Lisieux, that is covered by the old parish of Our Lady and Saint Teresa, Wirksworth
Saint Alban's, Chaddesden
Saint George's, Normanton and Littleover
Saint Hugh's, Borrowash
Saint Joseph, Derby
Saint Joseph's, Ripley
Saint Mary's, Derby

and the Catholic primary schools of:

Saint Joseph's, Derby
Saint Mary's, Derby
Saint Elizabeth's, Belper
Saint Alban's, Chaddesden, Derby
Saint George's, Littleover, Derby
Saint John Fisher, Alvaston, Derby

Oversubscription Criteria

Pupils with an Educational Health and Care Plan (EHCP) and or statements of Educational needs which names the school will be admitted.

The (Academy Trust Directors) will comply with parental preference unless the Academy is oversubscribed. If oversubscribed, the following criteria will apply:

Category A - Catholic pupils who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (see definition below) – a baptism certificate or other **proof of baptism is required.**

Category B – Catholic Pupils

1. Pupils who attend one of the partner primary schools (named on page 1) **proof of baptism is required.**
2. Pupils with brothers or sisters at the school who will be in Years 7-13 at the time of admission **proof of baptism is required.**
3. Other Catholic children **proof of baptism is required.**

Category C - Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

Category D – Pupils who attend one of the partner primary schools (named on page 1) who are not baptised Catholic.

1. Pupils with brothers or sisters at the school who will be in Years 7-13 at the time of admission.
2. Pupils who belong to other Christian churches which belong to Churches Together in England and Eastern Orthodox Churches.
3. Other pupils.

Category E - Pupils who belong to other Christian churches which belong to Churches Together in England and Eastern Orthodox Churches.

1. Pupils with brothers or sisters at the school who will be in Years 7-13 at the time of admission.
2. Other pupils.

Category F - Children with aptitude in drama, music or dance (please refer to additional information required with application).

Category G – Other Applicants

1. Pupils with brothers or sisters at the school who will be in Years 7-13 at the time of admission.
2. Other pupils.

The proposed admission number is 245.

Discriminators

If discrimination (tie breaker) is required in any of the above criteria, the following will be used in order until places are filled:

- a) Sibling at Saint Benedict Catholic Voluntary Academy.
- b) Distance: those furthest away from another Catholic Secondary school (as measured by public highway) will have preference.

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). If there is no other way of separating the applications and if to admit both or all of the children would cause the legal limit to be exceeded, then the child (or children) who will be offered the place(s) will be randomly selected by drawing lots.

Supplementary Form

Catholic parents are asked to provide a baptism certificate or other proof of baptism with their application. All other parents with children who are members of Christian denomination belonging to Churches together, must provide proof of baptism and/or a clergy statement of their commitment, to aid directors in placing their child in the correct category.

Referring to Category F Judgement on aptitude will be made from any evidence provided by the parents, and from the pupil taking part in workshops in Performing Arts set by the Academy, designed to establish aptitude. This will lead to a rank order. There will be a maximum of 24 places available under this criterion depending on how many places are available after the other criteria have been applied. The assessor will have skills in the Performing Arts, and will have no family connection with any applicant. The assessors' judgement on aptitude is on the day, and is final.

Application for twins and multiple birth children: In cases where there is one remaining place available and the next child on the waiting list is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births): will be admitted even if this means that the admissions number will be exceeded.

Documentation

The Common Application form provided by the Local Authority asking for your preferences, must be completed and should be returned to your child's primary school or the Local Authority. Academy Trust Directors also require a supplementary Admission Information form to be completed and returned to the Admissions Officer at the Academy. Derby City applicants should receive this form, from the local authority with the Common Application

form. Applicants from other local authorities should request a copy of the form from the Admissions Officer at the Academy. Forms will be made available at the six Catholic partner primary schools. Without this form the Academy directors' admission panel are unable to apply their admission policy and place the applicant in the relevant category. If the Academy Trust has made an allocation of a place on the basis of fraudulent or intentionally misleading information, that place will be withdrawn.

Definitions

Sibling

Definition of Brothers, Sisters (sometimes referred to as siblings) for admission purposes, we consider a sibling connection to relate to any of the following:

- A brother or sister (who share both parents)
- A half-brother or half-sister (where two children share one parent)
- A stepbrother or stepsister (where two children are related by a parent's marriage).
- Adopted or fostered children living in the same household under the terms of a residence order.

Definition of a Catholic

- 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). Further advice available from the Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church.
- 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 and whose name has been enrolled in the Book of the Elect at the Rite of Election in the Diocese. (Parishes are requested to keep appropriate records).

*Full ecclesial and canonical communion with the Catholic Church requires the recognition that the Bishop of Rome has full, supreme, and universal power over the whole Church, a power which he can always exercise unhindered (Catechism of the Catholic Church, §882). For Christians baptised outside of the Catholic Church, the restoration of full ecclesial and canonical communion requires reconciliation and a formal act of reception into full communion. Full communion with the Catholic Church is not established by the reception of Holy Communion alone.

Definition of looked after children and previously looked after children

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

- (a) In the care of the 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)).

Churches Together in England

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

Definition of place of residence

The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the Academy. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Waiting List

The Local Authority will establish a waiting list. The list is rank ordered according to the published admission policy. Unsuccessful applicants will be automatically added to the waiting list. Applicants will normally be left on the waiting list for 3 full terms. They can remain longer at parents’ request.

Appeals

If the applicant is unsuccessful, parents have the right to an independent appeal. All appeals must be requested within 20 school days of the refusal letter and will be dealt with by the Nottingham Diocesan Education Service. Late appeals will only be considered in extreme circumstances, such as death, prolonged illness, etc. The appeal will be heard within 30 days of the closing date for parents lodging appeals.

In year admissions – September 2016 - July 2017

For in year applications, a Common Application form is available from the Local Authority: This should be completed and returned to them directly. Saint Benedict CVA Local Governing Body also require a supplementary Admission Information form to be completed and returned to the Admissions Officer at the Academy. Derby City applicants should receive this form, from the local authority with the Common Application form. Applicants from other

local authorities, should request a copy of the form from the Admissions Officer at the Academy. Without this form the Academy governors' admissions panel are unable to apply their admission policy and place the applicant in the relevant criterion.

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27 St Mary's Gate
Derby
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T: 01332 718885

If a place within the requested year group is available a place will be automatically offered by the Local Authority, on behalf of the Saint Benedict CVA Local Governing Body. If the year group is full, the application will be put to the next Local Governing Body Admission Panel meeting. The governors will inform the parents of their decision in writing. Unsuccessful applicants will be placed on the waiting list, in accordance with the over-subscription criteria. They also have the right to an independent appeal, as detailed above.

Fair Access

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school, as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

6th Form

Applications to the 6th form must meet the minimum academic requirements for advertised courses. Thereafter, the oversubscription criteria applies (see pages 2/3). Planned admission maximum numbers for Year 12 is 220.

Applications – Primary to Secondary transfer for Admissions in September 2016

Parents will receive a Common Application Form (CAF) via their child's primary school from their Local Education Authority. This must be completed and returned to their Local Education Authority by **31 October 2015** (please note this date is relevant for Derby City Council and Derbyshire County Council, should you be under another authority, please check their closing date directly with their admissions team). If your preference is for Saint Benedict Catholic Voluntary Academy you must complete a Saint Benedict admission information form. Derby City Council will supply a copy with all CAF's, and this can be returned directly to Derby City Council with the CAF. For those under any other authority, they will need to contact the Admissions Department at Saint Benedict Academy for the Saint Benedict admission information form. The admission information form enables the governing body to apply their admissions policy.

Confirmation of receipt will only be given if a stamped addressed post card is enclosed.

For Year 7 in September 2016 the proposed admission number is 245.

Further information

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.

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