



SAINT MARTIN'S

Catholic Academy

ADMISSIONS POLICY

2016 - 2017



Diocese of Nottingham

Principal
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Leicestershire
County Council

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Christian Values & Academic Excellence

Values Everyone Respect Inspire Truth Achieve Spirituality

ADMISSION POLICY

Saint Martin's Catholic Academy
Stoke Golding, nr. Nuneaton, Warwickshire CV13 6HT
Admissions Policy

Years:	11 to 16
Trustees:	The Dominican Sisters
Local Authority:	Leicestershire
Places available:	116
Linked Primary Schools:	St Peter's, Hinckley & St Peter & St Paul's, Earl Shilton
Contact:	 01455 212386

This policy will operate from September 2016. It will apply to all admissions for the year 2016 -2017 and for subsequent years until further notice.

Parents should also refer to the relevant Local Authority booklet for further information about the schools and the admissions process. Information on secondary transfer within each Local Authority is distributed annually to families of Year 6 students. If you require information about a school in a different Local Authority, you should contact the Local Authority or your child's school.

If you require help in making your choice of school or with the admissions process in general, your Local Authority will give you information about a Choice Advisor who will be able to support you. Alternatively, your primary headteacher will help. General advice about Catholic schools can also be obtained from the Nottingham Diocese Education Service (01332 293833).

Local Authority - Contact Details

Leicestershire
www.leics.gov.uk
County Hall
Glenfield
Leicester LE3 8RL
Tel : 0116 305 6684
Email : admissions@leics.gov.uk

Parents whose home address is outside Leicestershire, should use the form provided by their home Authority.

About Saint Martin's

Saint Martin's belongs to the Nottingham Diocesan family of schools which was founded by, and is part of the Catholic Church. Saint Martin's seeks, at all times to be a witness to Jesus Christ. The Governing Body has the responsibility to preserve its Catholic ethos, and therefore religious education and worship will be 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 these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Saint Martin's serves the Catholic families of Hinckley and Earl Shilton, and neighbouring areas of South Leicestershire. Their first responsibility therefore is to the children of Catholic families in these areas and these children must have priority in gaining places. Additionally, governors welcome applications from all parents and carers, regardless of faith or background who would like their children to be educated in a Catholic environment. We are mindful of the mission of the Church to welcome those who are disadvantaged or marginalised. In particular, we continue to welcome children of families from other countries who have made their home in Leicestershire and the Diocese of Nottingham.

The Governing Body is the Admissions Authority. The Governing Body will only offer places. The Local Authority co-ordinates the admissions process on behalf of the Governing Body.

This Admissions Policy, including the oversubscription criteria, has been determined by each governing body, following consultation with the relevant trustees, other admission authorities, local authorities and other interested bodies. All admission arrangements conform to the requirements of the School Admissions Code 2007.

In determining the criteria, the Governing Bodies have 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.

Arrangements for Admission of Year 7 Students

HOW AND WHEN TO APPLY

All applications must be made on the appropriate Local Authority Application form.

In Leicester City and Leicestershire, a letter is sent to parents of Year 6 students asking them to apply, preferably online at www.leics.gov.uk/admissions. This should be returned to the Local Authority by the specified deadline. **Please remember to put us as your number one choice or we will not be made aware of selection and you won't be offered a place.**

If you are applying because of your faith, you should also complete a Supplementary Form for each Catholic school named in your preferences. You may also be asked to include supporting documents (see table below). Supplementary Forms are normally available from primary schools or from the relevant secondary schools.

All forms should be returned by that stated closing date. Late applications can only be accepted in extreme circumstances.

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 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 the Governing Body up to the planned admission 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. Governors will withdraw the offer of a place at any time up to the date of admission if they find that applicants have given fraudulent information.

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. Schools may maintain waiting lists after this date.

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.

APPEALS

If a child is not allocated a place, Parents/Carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors care of the school no later than four weeks (twenty school days) after the offer letter has been received from the Local Authority. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

IN YEAR APPLICATIONS

Details of the application process are available from the school and from the Local Authority. 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 admission number has been reached, the child will be only offered a place if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra student.

Popular schools may maintain waiting lists for in year applications. Details will be provided on request. Inclusion on a school's waiting list does not mean that a place will eventually become available.

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

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.

OVERSUBSCRIPTION CRITERIA

DOCUMENTS REQUIRED

All applicants must complete the Local Authority Application Form – the form can be completed online – this must be returned to the Local Authority.

In addition, if you are applying because of your faith, documents in this table will enable Governors to place your application in the correct category. If you have difficulty in supplying any of the documents, please seek advice from your Priest or Minister or from the Diocesan Education Service (01332 293833)

Catholic Students	<ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate
Students baptised in another denomination who have been received into the Catholic church	<ul style="list-style-type: none"> • Supplementary Form • Written verification that the child has been received into the Catholic Church signed and stamped by a Catholic priest
Students belonging to other Christian denominations which are members of Churches Together in England and Wales	<ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate OR • Dedication Certificate • OR written verification that the child is a member of the named church, signed and stamped by a minister of religion
Students belonging to other recognised world faiths (Hindu, Judaism, Islam, Sikhism)	<ul style="list-style-type: none"> • Supplementary Form • Written verification of faith membership signed and stamped by a religious leader
Students not included in any of the above	<ul style="list-style-type: none"> • No documents required

All applications will be placed in a ranked list. If there are more applications than places, the Governing Body of each school will allocate places in the order of the categories listed over the page.

NB If there is oversubscription, the priority will be determined by the distance between home and school within the category reached. See Note 6.

Students with statements of special needs whose statement names the school will be admitted. This will reduce the number of places available.

Category A: Catholic pupils who are looked after or who were previously looked after (see notes 1 and 2)

- A1 Catholic looked after or previously looked after pupils with siblings at the school at the proposed time of admission
- A2 Catholic looked after or previously looked after pupils without siblings at the school at the proposed time of admission

Category B: Catholic Pupils (see note 2)

- B1 Catholic Pupils with siblings at the school at the proposed time of admission
- B2 Catholic Pupils who attend one of the linked primary schools
- B3 Catholic other pupils

Category C: Pupils who are looked after or who were previously looked after who are not Catholic

- C1 Pupils who are looked after or who were previously looked after who are not Catholic but who have siblings at the school at the proposed time of admission
- C2 Pupils who are looked after or who were previously looked after who are not Catholic and who do not have siblings at the school at the proposed time of admission

Category D: Pupils belonging to other Christian Denominations which are members of 'Churches Together in England and Wales' (see note 3)

- D1 Christian pupils with siblings at the school at the proposed time of admission
- D2 Christian pupils who attend one of the linked primary schools
- D3 Other Christian pupils

Category E: Pupils who are members of other recognised religions

- E1 Pupils who are members of other recognised religions with siblings at the school at the proposed time of admission
- E2 Pupils who are members of other recognised religions and who attend one of the linked primary schools
- E3 Other pupils

Category F: Other Pupils not included above or for whom there is no Supplementary Information Form or supporting documents

- F1 Pupils not in any of the categories A-E or for whom there is no Supplementary Information Form or supporting documents who have siblings at the school at the proposed time of admission
- F2 Pupils not in any of the categories A-E or for whom there is no Supplementary Information Form or supporting documents who attend one of the linked primary schools
- F3 Other pupils not in any of the categories A-E or for whom there is no Supplementary Information Form or supporting documents

DEFINITIONS

Note 1 - Definition of Brothers, Sisters

Siblings (brothers or sisters) 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 Roman Catholic Church or baptised in one of the other rites of the Catholic Church whose members are in full communion with the Bishop of Rome (Pope Benedict xvi) (eg The Greek Catholic Church). Advice available from Diocesan Education Service.
2. A child baptised in another Christian faith who has been received into full communion in the Roman Catholic faith

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

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time application for his / her admission is made and who the Local Authority has confirmed will still be looked after at the time when he / she is admitted to school or a child who was looked after but ceased to be so because they were adopted or who has become subject to a residence order or a special guardianship order immediately after being looked after.

Note 4 – Churches Together in England

(See www.churches-together.org.uk for further details on membership)

The Baptist Union	Council of Oriental Orthodox Churches
British Antiochian Orthodox Church	Ichthus Christian Fellowship
Cherubim and Seraphim Council of Churches	Independent Methodist Churches
The Church of England	The Methodist Church
Church of God Prophecy	United Reform Church
Church of Scotland (in England)	Wesleyan Holiness Church
Congregational Federation	
Coptic Orthodox	
Council of African and Caribbean Churches	

Note 5 – Major World Religions

Recognised Major World Religions being: Judaism, Islam, Hinduism, Sikhism

Note 6 – Definition of distance

This is the distance measured, in a direct line, from home to school using a computerised system at School Allocations Section of the Children's and Young People's Service (CYPS), Leicestershire County Council.

Note 7 – Twins and multiple births

Where the final place available is offered to a child from a twin or multiple birth, the Governors will normally offer places to both twins, triplets etc even if this means exceeding the Planned Admission Number.