

# ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



## ADMISSIONS POLICY 2018-2019

(Statutory)

Revised September 2017 & supersedes the Summer 2017 Version

Next Review: Summer 2018

Admissions Committee

## CONTENTS

	<b>Page</b>
Admission Arrangements	3
Oversubscription Criteria	3
Exceptional Need	3
Siblings	4
Tie Break	4
Multiple Births	4
Application Procedure	4
Certificate of Catholic Practice	4
Children of other Christian denominations	5
Definition of children of other Faiths	5
Pupils with an Education, Health & Care Plan (EHCP)	5
Change of Details	5
Fair Access	5
In Year Admissions	5
Children Educated out of Chronological Year Group	5
Interpretation of terms used in the Admissions Policy and Oversubscription Criteria	6
Date of next review	7



## **St. Anne's Catholic High School for Girls**

### **Admission Arrangements 2018 – 2019**

St. Anne's Catholic High School for Girls was founded by the Catholic Church to provide education for children of Catholic families. 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 is fully supported by all families in the school. The school welcomes applications for children of all faiths and of none and all applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.

The published admission number (PAN) for the school is 180 girls. The Governing Body has sole responsibility for admissions to this school and intends to admit 180 girls to Year 7 in September 2018. Priority will always be given to Catholic applicants.

#### **Oversubscription Criteria:**

When the number of applicants exceeds the admission number, offers of places are made using the following criteria in order of priority:

1. Catholic "looked after" girls and Catholic girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
2. Baptised Catholic girls with a Certificate of Catholic Practice.
3. Other baptised Catholic girls, whose application is supported by a Catholic baptismal certificate.
4. Other "looked after" girls and girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
5. Catechumens and baptised girls of Eastern/Orthodox Churches where the application is supported by either a certificate of entry into the order of catechumens or a baptism certificate.
6. Girls from Christian families where the application is supported by either a baptismal certificate or a letter from a Minister of Religion confirming membership of the Parish community.
7. Girls from families of other faiths where the application is supported by a reference from a religious leader confirming membership of the Faith community.
8. Any other girl who has submitted our Supplementary Information Form.

#### **Exceptional Need**

The Governors will give top priority in any category to girls whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Governing Body will require compelling written evidence at the time of application from an appropriate professional: e.g., doctor, priest or social worker.

## Siblings

Siblings will be given priority within each criterion. A sibling in Year 11 would be expected to take a place in the Sixth Form and should, therefore, still be on roll when the candidate starts in September.

## Tie Break

If there are insufficient places to admit all applicants in any of the categories above priority will be given to applicants living nearest to the school site appropriate to the year to which the child would be admitted, measured in a straight line from the child's house. In the case of a number of addresses in a block with the same geographical reference, priority will be given to those living nearest to the main entrance of the block.

## Multiple Births

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If there are insufficient places available and one twin/sibling is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

## Application Procedure:

All applicants **must** apply by using the e-admissions system. In addition, applicants should complete the **St. Anne's Supplementary Information Form (SIF)** which is supplied in the application pack. The e-admissions form must be completed and submitted to the Local Authority by 31<sup>st</sup> October 2017. However, if you would prefer to complete a paper form these are available from the Local Authority upon request. The Supplementary Information Form (SIF) is available directly from the school and should be completed and returned to the school by the closing date. If you do not complete both the e-admissions form and the SIF and return them by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applications for criterion 1 must be accompanied by written proof of the child's status from the appropriate authority. Those applying under criterion 2 should obtain a Certificate of Catholic Practice (CCP) Form from the School or Parish and hand it to their Parish Priest when completed. Those wishing to be considered under criterion 3 should also provide the School with a copy of the child's baptismal certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. The Certificate of Catholic Practice (CCP) Form is also available on the Diocesan website at [www.rcdow.org.uk/schools/parents/admissions](http://www.rcdow.org.uk/schools/parents/admissions) at the top right hand corner of the page. Siblings from Catholic families will be given preference in criteria 2 & 3.

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on 1<sup>st</sup> March 2018 and the information will also be available on line. You should indicate your acceptance of the place as soon as possible. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place.

The school maintains a waiting list, ranked according to the published criteria, and places will be offered as and when vacancies occur. The waiting list will remain open until 25 July 2018. If you wish your child's name to stay on the waiting list you must apply to the school in writing before that date.

**Certificate of Catholic Practice** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

**Children of other Christian denominations** means: children who belong to other churches and ecclesial communities which, acknowledging 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 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.

**Definition of children of other faiths** means: children who are members of a religious community that does not fall within the definition of 'other Christian denominations' 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.

### **Pupils with an Education, Health and Care Plan (EHCP)**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP you must contact your local authority SEN officer. Children with an EHCP naming this school will be admitted.

### **Change of details**

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School immediately. If misleading information is given or allowed to remain on the form, Governors reserve the right to withdraw the place, even if the child has already started at the School.

### **Fair Access**

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 admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **In Year Admissions:**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and make an offer.

### **Children educated out of chronological age group**

Any application for a child to be educated out of her age group will be considered by Governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the Autumn Term in the (academic) year of application, giving reasons and providing compelling professional evidence.

## Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

**‘Looked after child’** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**‘Adopted’** for the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

**‘Child Arrangements Order’** A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately prior to the granting of the order qualify under this category.

**‘Special Guardianship Order’** A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately prior to the granting of the order qualify under this category.

<b>Candidate</b>	The child on whose behalf an application is being made.
<b>Applicant(s)</b>	The parents and/or legal guardians submitting an application for a place on behalf of a child. Or a young person of 16 years or over submitting their own application.
<b>Certificate of Catholic Practice</b>	A Certificate given by the family’s parish priest (or the priest in charge of the Church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.
<b>Catholic</b>	A member of a Church in full communion with the See of Rome, including Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church. For the purposes of this Policy it also includes a “looked after” child who is in the process of adoption by a “Catholic family”.
<b>Catechumen</b>	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.
<b>Christian</b>	A member of one of the Churches that belongs to “Churches Together in Britain and Ireland”.
<b>Sibling</b>	A sister to include step-sisters, half-sisters or adopted sisters, who live at the same home as the child.
<b>Family</b>	Those who live at the residential address of the parent/legal guardians who are submitting an application for a place on behalf of a child. Where the admission arrangements refer to “practising Catholic families”, it is sufficient for just one parent to attend Church.
<b>Residential Address</b>	Residence is defined as where the child lives for more than 50% of the school week.

<b>ARRANGEMENTS FOR MONITORING AND EVALUATION:</b>	<b>Annual</b>
<b>DATE ESTABLISHED BY GOVERNING BODY:</b>	<b>January 2005</b>
<b>DATE REVIEWED:</b>	<b>September 2017</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2018</b>
<b>RESPONSIBILITY:</b>	<b>Mrs Valerie Fontenelle-Stewart, Admission Committee</b>

**If you wish to comment on the Policy please contact Mrs Valerie Fontenelle-Stewart,  
c/o St. Anne's Catholic High School.**