

# ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



## ADMISSION POLICY YEARS 7 – 11 SEPTEMBER 2016-17

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## MISSION STATEMENT

### **St. Anne's is a Catholic High School for Girls in the Archdiocese of Westminster**

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum delivered in modern facilities equipping students with the ability to meet the challenges of the 21<sup>st</sup> Century confidently, and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the schools community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

We are a fully inclusive Catholic girls' secondary school meeting high academic standards, promoting spirituality, pastoral care and the Roman Catholic community. We recognise in all our relationships the dignity and value of each person showing one another mutual acceptance and respect.



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

### Admission Arrangements 2016 – 2017

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. All applicants are therefore 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 2016. 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 from practising Catholic families where weekly practice is verified by the Diocesan Priest's Reference Form.
3. Other baptised Catholic girls.
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 their priest.
6. Girls from Christian families where the application is supported by a reference from a Minister of Religion.
7. Girls from families of other Faiths where the application is supported by a reference from a religious leader.
8. Any other girls.

#### **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. Requests for girls to be educated outside their chronological age group will be considered by Governors on an individual basis and will only be granted in exceptional circumstances.

## **Siblings**

Siblings means sister which includes adopted sisters, half-sisters or step-sisters. 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 applicant starts in September.

## **Tie Break**

In the event of there being insufficient places to admit all applicants in any of the categories detailed above, priority will be given to applicants living nearest to the school, measured in a straight line from the child's house. In the event of there being insufficient places to admit all applicants in any of the categories detailed above, priority will be given to applicants living nearest to the school, measured in a straight line from the child's house. For admission to Years 7, 8 or 9 the distance will be measured to the Lower Site School in Enfield Town and for Years 10 & 11 the distance will be measured to the Upper Site School in Palmers Green. In the case of a number of addresses in a block with the same geographical reference, priority will be given to those 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** complete a **Common Application Form (CAF)** which is available from and returnable to the Local Authority in which the family is resident. In addition, applicants should complete the **St. Anne's Supplementary Information Form (SIF)** which is supplied in the application pack. The CAF and the SIF are also obtainable from your Local Authority and are available on line. The CAF must be completed and submitted to the local authority by 31<sup>st</sup> October 2015. The Supplementary Information Form (SIF) is available from the school or the Local Authority and should be completed and returned to the school by the closing date *[This may be earlier than the closing date for the CAF as this date falls in half-term.]* If you do not complete both the CAF 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 wishing to be considered under criterion 2 or 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. Those applying under criterion 2 should obtain a Diocesan Priest's Reference Form from the school or parish and hand it to their Parish Priest when completed. The Diocesan Priest's Reference 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.

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 2016 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 for twelve months following the normal date of admission. If you wish your child's name to stay on the waiting list you must apply to the school in writing before the twelve month period expires.

## **Pupils with a Statement of Special Educational Needs/Education, Health and Care Plan (EHC)**

The admission of pupils with a statement of Special Educational Needs or Education Health and Care Plan (EHC) 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 a Statement of SEN or EHC plan you must contact your local authority SEN officer. Children with a Statement of SEN or EHC Plan 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.

### **Sixth Form:**

Current pupils do not need to make an application as it is presumed that they will require a Sixth Form place. The courses available and the minimum academic requirements are published annually by the school. The school welcomes applications to the Sixth Form from girls from other institutions. Applications must be made on the Sixth Form Application Form, available from the school, and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs.

Applicants will be required as a general rule to have achieved at least GCSE a Grade B in any subject (or associated subject) which they intend to study in the Sixth Form, but conditional places may be offered in particular subjects with higher requirements. Preference will always be given to Catholic applicants.

In the event of oversubscription the criteria and priorities listed in this Policy will apply.

## 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>Practising Catholic</b>	A Catholic child from a practising Catholic family where weekly practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.
<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 brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and 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.
<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: (ADOPTED)</b>	<b>January 2005</b>
<b>DATE REVIEWED:</b>	<b>January 2015</b>
<b>DATE OF NEXT REVIEW:</b>	<b>January 2016</b>
<b>RESPONSIBILITY:</b>	<b>Mrs Irene Getley, Admissions Committee</b>

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