

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



ADMISSIONS POLICY 2026 - 2027

For September 2026 Intake

(Statutory)

Autumn 2024

Admissions Committee

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St. Anne's Catholic High School for Girls

Admission Arrangements 2026 – 2027

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 be 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 **Governing Body** is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number, PAN, at **180** girls to Year 7 in the school year which begins in September, 2026.

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 previously "looked after" Catholic girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders. Included in this definition are those Catholic girls who appear, to the Admission Authority, to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
2. Baptised Catholic girls where the application is supported by a baptism certificate.
3. Other "looked after" girls and previously "looked after" Other girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders. Included in this definition are those Other girls who appear, to the Admission Authority, to have been in state care outside of England and who ceased to be in state care as a result of being adopted and in-year admissions.

4. Baptised girls by Eastern/Orthodox Churches where the application is supported by a baptism certificate or a certificate of reception. Also Catechumens with a certificate of entry into the order of Catechumens.
5. Girls from Christian families where the application is supported by either a baptism certificate or a letter on headed paper from a Minister of Religion confirming membership of the Parish Community.
6. Girls of families from other Faiths where the application is supported by a letter from a Religious Leader of the Faith confirming membership of the Faith Community.
7. Any other girl who has completed the **St. Anne's Supplementary Information Form (SIF)**.
8. Any other girl who has not completed the **St. Anne's Supplementary Information Form (SIF)**.

Exceptional Need

The Admission Authority 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 Admission Authority 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, immediately after those with exceptional need described above. A sibling in Year 11 would be expected to take her 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. The distance measurement is carried out by the Local Authority. Measurements for the final allocation process will be calculated by the admissions IT system using AddressBase Premium, which provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. It is a straight line measurement and does not take into account the actual or expected route a child will travel to school. Where the Local Authority provides measurements for voluntary aided, foundation schools and academies, the same system will apply.

Multiple Births

The Admission Authority 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 Admission Authority 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 **must** complete the **St. Anne's Supplementary Information Form (SIF)** which is available on the School's website. The e-admissions form must be completed and submitted to the Local Authority by **31st October 2025**. 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 must be completed and returned to the School by the closing date, also **31st October 2025**. If you do not complete both the e-admissions form and the SIF and return both by the closing date, the Admission Authority may be unable to consider your application fully against the oversubscription criteria and this may affect your child's chance of being offered a place. 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 provide a copy of the child's baptism certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case.

The Local Authority will write to you on behalf of the Admission Authority with the outcome of your application at the beginning of March 2026 and the information will also be available online. 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 2026. If you wish your child's name to stay on the waiting list, you must apply to the school in writing before that date.

Students with an Education, Health and Care Plan (EHCP)

The admission of students 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 Special Educational Needs and Disabilities (SEND) Officer.

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, the Admission Authority 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 Admission Authority 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 Admission Authority for the current school year. The Admission Authority 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 Admission Authority 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 Admission Authority 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 Admission Authority will re-rank 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 the Admission Authority 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

| Terminology | Interpretation |
|-----------------------------------|--|
| 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). For the purposes of this policy a “previously looked after child” is a girl who was looked after, but ceased to be so because she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those girls who appear, to the Admission Authority, to have been in state care outside of England and who ceased to be in state care as a result of being adopted. |
| 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. |
| Candidate | The child on whose behalf an application is being made. |
| Applicant(s) | 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. |

| Terminology | Interpretation |
|---------------------------------|---|
| Parent | A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child. |
| Catholic | 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”. |
| Catechumen | A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens. |
| Eastern Christian Church | A member of the Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. |
| Christian | <p>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.</p> <p>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.</p> |
| Other Faiths | <p>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:</p> <ul style="list-style-type: none"> ○ A religion which involves belief in more than one God, and ○ A religion which does not involve belief in a God. <p>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.</p> |

| Terminology | Interpretation |
|---------------------------------|---|
| Sibling | Sibling includes: <ul style="list-style-type: none"> ○ all natural sisters, half-sisters, adopted sisters, stepsisters, foster sisters, whether or not they are living at the same address; and ○ the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application. |
| Residential/Home Address | A child's residential/home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form, CAF. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week. |

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| ARRANGEMENTS FOR MONITORING AND EVALUATION: | Annual |
| DATE ESTABLISHED BY GOVERNING BODY: | January 2005 |
| DATE REVIEWED: | Autumn 2024 |
| DATE OF NEXT REVIEW: | Spring 2026 (for 2027 - 2028 Admission) |
| RESPONSIBILITY: | Mrs Valerie Fontenelle-Stewart, Admissions Committee |

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