

ST. PHILIP HOWARD  
CATHOLIC VOLUNTARY ACADEMY



# ST PHILIP HOWARD CATHOLIC ACADEMY

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## **GENERAL**

The Academy is in the trusteeship of the Diocese of Nottingham and serves the Catholic families of Glossopdale, Longdendale and contingent areas. Our first responsibility is to the children of Catholic families in these areas and these children must have priority in gaining a place at the school.

This policy will apply to all admissions for the school year 2017-18. The published Admission Number is 107.

Our school belongs to the Nottingham Diocesan family of schools. It is founded by and is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious education and worship are 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 this school to apply for and be considered for a place here. We ask all parents or carers applying for a place to respect our ethos and its importance to the school community.

The Governing Body is the Admissions Authority for this school and places can only be offered by the Governing Body. The Local Authority co-ordinates the admissions process. 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](http://www.derbyshire.gov.uk/admissions)

We are committed to providing a place for every Catholic child attending our partner primary schools. These schools are:

St Charles, Hadfield,  
St Mary's Glossop,  
All Saints Old Glossop, and  
St Margaret's, Gamesley:

In order to provide a system for the allocation of places, a set of oversubscription criteria has been drawn up. Criteria for admission to the school will give priority to Catholic children and other applications will only be considered if there are places available.

In drawing the criteria the Governing Body has 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;
- a desire to serve the general population.

### **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.

## **YOUR APPLICATION - DOCUMENTS REQUIRED**

**Common Application Form:** All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form. This form should also be used for applications to schools in neighbouring authorities.

### **The Supplementary Form and Supporting Evidence**

In addition applicants wishing to apply under the faith criteria should complete the Supplementary Form which should be returned to the school by the same closing date as the Application Form.

Parents or carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate
- If the child has been received into the Catholic Church, written verification, signed by a Catholic priest and stamped with the parish stamp.
- If the child is participating in a course of preparation leading to baptism, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

If the required documents are not provided, the child might be ranked in a lower admissions category.

If a Supplementary Form has not been supplied with the application pack, parents should contact St Philip Howard Catholic Academy.

**If the Supplementary Form is not completed and returned by the closing date, applicants will automatically be placed in the last category of the oversubscription criteria (see below)**

## YOUR APPLICATION – 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 both 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 each Governing Body up to the admissions 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.

### OVERSUBSCRIPTION CRITERIA

Children who have an Educational Health and Care Plan (EHCP) or a Statement of Special Educational Needs which names the academy will be admitted. This will reduce the number of places available.

1. Catholic pupils who are looked after or previously looked after
2. Catholic pupils who attend one of our four partner primary schools and who will have a brother or sister attending the school at the time of admission
3. Catholic pupils who attend one of our four partner primary schools
4. Other Catholic pupils.
5. Other pupils who are looked after or previously looked after
6. Pupils who are baptised or dedicated members of other churches that belong to 'Churches Together in England' (see note 4) who attend one of our four partner primary schools and who will have a brother or sister at the school at the time of admission.
7. Pupils who are baptised or dedicated members of other churches that belong to 'Churches Together in England' (see note 4) who attend one of our four partner primary schools
8. Other pupils who attend one of our four partner primary schools who will have a brother or sister attending the school at the time of admission
9. Other pupils who attend one of our four partner primary schools
10. Other pupils who are baptised or dedicated members of other churches that belong to 'Churches Together in England' (see note 4) who will have a brother or sister attending the school at the time of the admission
11. Other pupils who are baptised or dedicated members of other churches that belong to 'Churches together in England' (see note 4)
12. Other pupils and those for whom no Supplementary Form has been received

If any of the above categories are oversubscribed, (after sibling priority) preference will be given to children who live nearest to the school. The county council has a Geographic Information System (GIS) to measure the nearest available route. It is measured by a standard walking distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is again taken from the postal address file and will be the centre of the school. The distance will be measured by the local authority and the data will be supplied to the governors.

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). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admissions number.

## DEFINITIONS

Note 1 - Definition of Brothers, Sisters (sometimes referred to as siblings)

Brothers or Sisters (siblings) 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 Catholic Church (Roman or Eastern rites) whose members are in full ecclesial and canonical communion with the Bishop of Rome, (Pope Francis). (See footnote\* below) Further advice is available from the Nottingham Roman Catholic Diocesan Education Service.
2. A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church.
3. 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 (parishes are requested to keep appropriate records).

Note 3 - Definition of Looked After Children or Previously Looked After.

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

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in s.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 (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - 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 S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

Note 4 – Churches Together in England

See [www.cte.org.uk](http://www.cte.org.uk) for details of 'member churches of Churches Together in England'

**Waiting Lists – Annual Round**

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.

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.

**Late Applications**

Late applications will be administered in accordance with the Local Authority Secondary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Arrangements for Appeals**

Following allocations, parents / carers may appeal if they are not allocated a place for their child at their preferred school. Requests for appeals must be made in writing and addressed to the Clerk to Governors at the relevant school. Appeals must be received by the Clerk to Governors no later than twenty working days after allocation day or, in the case of 'In Year' applications, twenty working days after the date of the refusal letter. The Catholic Schools Appeals Service arranges all appeals on behalf of the governing bodies of the four schools. Appeals will be heard by an independent panel and the final decision of the panel is binding on all parties.

**Applications during the School Year**

Applications for places in any year group, made during the school year, should be made to the Local Authority. Application Forms can be obtained from the Local Authority or from the school. 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 respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Details of in year waiting list arrangements will be provided on request. Inclusion on a school's waiting list does not mean that a place will eventually become available.

Places will be offered in writing. Offers not taken up within 10 school days may be withdrawn. In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within 20 school days after the date of your refusal letter.

**Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

**Fair Access Protocol**

Local Authorities are required to have Fair Access Protocol in order to make sure that unplaced children 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. St Philip Howard Catholic Academy participates in the Derbyshire County Council Fair Access Protocol.

**Adopted by the Governing Body**

**Minute Number:**

**Signed:**