



St Mary's Catholic High School

# **Admissions Policy**

Effective Date: 2020-2021

Review Date: January 2019

Reviewed by:	
Date approved:	

# ST MARY'S CATHOLIC HIGH SCHOOL

## Admissions Policy and Procedures 2020-2021



St Mary's Catholic High School (SMCH) is a voluntary aided school in the Archdiocese of Southwark. It is in the trusteeship of the Archdiocese. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Diocese, Local Authority and other admission authorities, the Governors intend to admit into Year 7, in September 2020, up to 120 pupils without reference to ability or aptitude.

After the admission of students with an Education, Health and Care Plan and where the number of applications exceeds 120, the Governors will offer places using the following criteria in the order stated:

1. Looked After Catholic Children or Looked After Children in the care of Catholic families and previously looked after children in the care of catholic families who have been adopted or become subject to a residence order or special guardianship order, immediately after being looked after.
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other Looked After Children.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are committed members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required (see explanatory note A).
7. Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. The strength of evidence of commitment to the faith is demonstrated by the level of the child's Mass attendance on Sundays. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then at least once a month, less than once a month. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the child normally worships.
2. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required (see explanatory note B).
3. Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).
4. Distance from home to school. Evidence of residence may be required (see explanatory note C).

### **Explanation Notes**

Catholics include members of the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

- A. *Families are defined as being the child's natural or adoptive parents or officially designated carers. It would not include grandparents or other relatives unless they are officially designated carers.*
- B. *"Brother and sister", means children who live as brothers and sisters, including natural siblings, adopted siblings, stepbrothers and sisters and foster brothers and sisters. It would not include other relatives e.g. cousins.*
- C. *The distance will be measured in a straight line from the centre of the child's main home address (or designated centre in the case of shared properties) to the nominated entrance of the school using a computerised measuring system (GIS) and geographical reference points as provided by the national Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. Where the last remaining place is to be allocated and two or more are deemed to live the same distance from the school the place will be decided by the drawing of lots. This will be independently verified.*

### **Admission of children outside their normal age group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions on whether to offer a place outside of a child's chronological year group will be made by the Governors on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; views of the Headteacher, information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

Where the Governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the Local Authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Even if the Governors agree to the parent/carer's request to admit the child outside of their normal age group, there can be no guarantee of a school place being available at the school. This will be dependent on whether the child fulfils the admissions criteria and the number of applicants applying. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority or completed on-line, the Supplementary Information Form (available from the school and from the Local Authority), should be completed and sent to the Admissions Secretary at the school not later than the National Closing Date 31 October 2019. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the Governing Body of the school may only be able to consider the application after all applicants who have completed a Supplementary Information Form.

Complete and sign Part 1 of the Supplementary Information Form (you are advised to keep a copy) and in the case of:

- **A Catholic child** hand it to your parish priest/ the parish priest at the church which you normally worship - ask them to add their reference at Part 2 and return it to the school; **or**
- **A non-Catholic child** hand it to your minister or equivalent - ask them to add their reference at Part 3 and return it to the school.

**The completed form must be returned to the Admissions Secretary at SMCH no later than the 31 October 2019.**

Offers of places will be sent to parents by their home local authority on the common offer date 1 March 2020.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/carers have the right to make oral representations to the Appeal Panel.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above and will remain open until the end of the autumn term of the admission year. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of transfer to secondary education (Year 7), applies also to succeeding years, subject to availability of places. Applications for this phase should be made in the first instance to the child's home local authority and contact made directly with the school to ascertain if there are places available.

Admissions Secretary  
St Mary's Catholic High School  
Woburn Road  
Croydon CR9 2EE

January 2019



**PART 2 (To be completed by Catholic priests only)**

A. I am satisfied that the child is a baptised Roman Catholic or a Church that is in full communion with Rome  
 Yes  No

If no are the parents/child enrolled in a RCIA/RCIC programme? Yes  No

B. Evidence of practice:

<u>PARENT/CARER</u>	
Are the parents known to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly)	<input type="checkbox"/>
Occasional attendance at Mass (i.e. at least once a month)	<input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month)	<input type="checkbox"/>
How long have the parent(s) attended your church?	_____

<u>CHILD</u>	
Is the child known to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly)	<input type="checkbox"/>
Occasional attendance at Mass (i.e. at least once a month)	<input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month)	<input type="checkbox"/>
How long has the child attended your church?	_____

Please comment, if appropriate, **only** to clarify the Mass attendance above:

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 (To be completed only by ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent asking them to complete the section below and return it as soon as possible to the school.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_ Tel.: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions to the priest, minister or other faith leader. Please return to: Admissions Secretary, St Mary's Catholic High School, Woburn Road, Croydon CR9 2EE.**