

## **Model Admission Policy**

### **Secondary Schools in the Diocese of Leeds**

#### **Saint [ ] Catholic High School, [town, city, location] Admission Policy**

Saint [ ] Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. The school is run 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.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school, parents or carers, are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to the school and intends to admit [xx] pupils to Year 7 in the school year which begins in September 20[xx].

#### **Oversubscription criteria**

***At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:***

1. Looked after children from Catholic families.
2. Baptised Catholic children who are live in the parishes of [names listed] and go to the Catholic primary schools serving these parishes.
3. Other baptised Catholic children resident in the above named parishes.
4. Other baptised Catholic children in the Catholic primary schools serving these parishes.
5. Other baptised Catholic children.
6. Other looked after children.
7. Children of other Christian denominations or of other Faiths whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing, by a minister of religion, or an appropriate religious leader.
8. Children whose parents or carers who confirm in writing they are in sympathy with the aims and ethos of the school.
9. Other applicants.

Catechumens and members of an Eastern Christian Church are to be given priority next after baptised Catholics in each of the above categories.

The attendance of a brother, or sister, at the school at the time when the younger child starts school will increase the priority of an application within each category. (see notes)

#### **Tie Break**

***Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes).***

#### **Admission to the sixth form**

The sixth form is available for all existing pupils. Remaining places in the sixth-form of the school will be distributed in line with the oversubscription criteria. All applicants must meet the requirements of individual courses.

## **Application Procedures and Timetable**

**Applicants are advised that in successfully processing applications the governing body needs BOTH the forms described below to be completed and received at the correct addresses. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) would mean that the applicant is placed in the last criteria.**

Applications must be submitted by [closing date] to the school [person, address indicated] on the Supplementary Information Form attached to this policy. A standard application form, known as the Common Preference Form must also be completed and returned to the Local Authority [person, address indicated] by [closing date]. Parents or carers will be advised of the outcome of their applications on [ ] March. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

## **Waiting Lists**

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list after [six months].

## **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

## **Notes (these notes form part of the over-subscription criteria)**

**Catholic** means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this. This includes the Eastern Catholic Churches.

**Catechumens** are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

**Eastern Christian Church** includes Orthodox Churches and proof is normally a certificate of baptism or reception from the authorities of that Church.

**Looked After Child** has the same meaning as in section 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).

**Siblings (Brothers and Sister)** includes children with brothers and sister (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

**Twins or Triplets** - where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

**Parish Boundaries** are as shown on a map available for inspection in school.

**Straight Line Distance** will be measured from the main entrance of the school to the home.

### **Diocesan Schools in Wakefield LA**

If you use the LAs measurements when determining your admissions then your tie break should say 'As the crow flies' and not straight line distance. And the following definition must be used in the notes section:

*In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's grounds. Measurement will be made using the LAs in-house admission system and mapping software.*

### **Diocesan Schools in Leeds LA**

If you use the LAs measurement when determining your admissions then the tie break should say 'straight line distance'. And the following definition must be used in the notes section:

*In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority. The distance measured will be from the middle of the applicant's house to the centre of the main school building..*

### **Diocesan Schools in other LAs**

If you use the LA measurements then you should ask how the measurement is done and use the definition on your policy. I have requested this information from the remaining LAs and I shall forward it when it is available.

Beverly Sice  
Education Administrator