



**ST CLAUDINE'S**  

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**CATHOLIC SCHOOL FOR GIRLS**

**ADMISSIONS POLICY**  
**2021-2022**

(Policy to be reviewed December 2021)

St Claudine's Catholic School for Girls is an All Girls' Catholic Academy. 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 governors secured academy status in April 2012. The school is a converter academy. This status brings with it various freedoms.

Girls will be admitted at age 11, regardless of ability or aptitude. Whenever there are more applicants than places, priority will always be given to Catholic applicants, in accordance with the oversubscription criteria listed below. In this policy the Applicant refers to you, the parent/carer, applying for the place and Candidate refers to the girl for whom the application is being made.

As a Catholic school we aim to provide a Catholic education for all our girls. 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 of the families in the school. All applicants and candidates are therefore expected to give their full, unreserved and positive support of the aims and ethos of the school.

The Governing Body has sole responsibility for applications to this school and intends to admit the Published Application Number (PAN) of 180 girls to Year 7 in September 2022. Priority will always be given to Catholic applicants.

In light of the above, the Governors will have regard to the oversubscription criteria where there are more applications for places than the number of places available:

### **Over-subscription Criteria**

Where the number of applicants exceeds the admissions number, offers of places are made up using the following criteria, in order of priority:

1. Catholic 'looked after' children and previously 'looked after' children who have been adopted, or made subject to child arrangement orders, or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice. Within this criterion, the following order of preference will be applied:
  - a. The presence of a sibling in the school at the time of admission.
  - b. The proximity of the child's home to the school.
3. Other baptised Christian applicants.
4. Other 'looked after' children, and previously 'looked after' children who have been adopted, or made subject to child arrangement orders, or special guardianship orders.
5. Other children who will have a sibling at the school at the time of admission.
6. Those preparing for the sacrament of Baptism with the Catholic Church (Catechumens).
7. Pupils from committed Christian families whose application is supported by either a certificate of baptism or by letter from their minister/faith leader confirming membership of the faith community.
8. Pupils from other faith backgrounds whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
9. All other applicants.

Where the offer of places to all applicants in any of the above categories would lead to oversubscription, priority is given to those with a sibling attending the school at the time of admission, or in the case of siblings in Year 11, those who are expected to be in attendance at the time of admission. The term 'siblings' includes step and half-siblings. A child who is legally adopted and living in the same household would be considered as a sibling. Where the final place is offered to a child who has a twin, triplets or children from multiple births applying for a place in the same school year, it will be the policy of the school not to separate them even if this means temporarily exceeding the published admission number to ensure that policy is achieved.

### **Social/Medical Needs**

The governors will increase to top priority an applicant within a category where compelling evidence is provided at the time of application of exceptional circumstance, or a medical or a pastoral need of the girl, which can only be met at this school. This evidence must consist of letters/reports from an appropriate professional e.g. Parish priest, headteacher, doctor, consultant or social worker.

### **Distance Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places up to the admissions number (180) will be offered to those living nearest to the school. (Distance will be measured (in a straight line) from the front door of the child's home (the address at which the child resides for 50% or more of the school week) (including flats) to the main entrance of the school, (using the local authority's computerised measuring system), with those living closer to the school receiving the higher priority. 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. In the previous 4 years the tie-break has been invoked at criterion 3.

### **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.

### **Admitting beyond the PAN of 180**

Paragraph 1.4 of the code enables admission authorities to admit above the PAN in-year. The school will admit up to 30 students above its planned admission number in cases where there are significant numbers of students currently in the primary school phase placed in 'bulge classes'. In such cases the oversubscription criteria will remain as above.

## **Application Procedure**

All applicants **must** complete the Local Authority **e-admissions application form** and should complete a **St Claudine's Catholic School for Girls Supplementary Information Form (SIF)**.

- The **e-admissions application form** is available on the website of the local authority in which the family is resident.
- The **SIF** is supplied in the application pack and from the Local Authority on request (the **SIF** needs to be completed by those applying under criteria 1 to 8).
- The **e-admissions application form** and the SIF are also obtainable from your local authority and are available online.
- The **e-admissions application form** must be completed and submitted to the local authority by **31 October 2021**.
- The SIF should be completed and returned by **31 October 2021**.

Applications for **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 **Certificate of Catholic Practice** from the priest at the parish where the family normally worships or from the diocesan website [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, for parents).

### **Outcome of your application**

You will receive, in writing, the outcome of your application on or shortly after 1<sup>st</sup> March 2021. The local authority will write to you on behalf of the governing body if you applied on paper and for those who applied on line 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.

### **Pupils with an Education, Health and Care Plan (EHC)**

The admission of pupils with an 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 an EHC plan you must contact your local authority SEN officer. Children with an EHC Plan naming this school will be admitted providing the school can reasonably meet the child's educational plan.

### **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 vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **Appeals**

Parents have the right of appeal to an Independent Appeal Panel against a decision not to admit a child. Parents wishing to exercise their right of appeal should write to the Chair of Governors at the school as soon as possible following receipt of the letter informing them that a place is not available. They will then be sent an Appeal Form to complete setting down the reasons for their appeal. Parents will be given the date when the Independent Appeal Panel will meet and hear their appeal and they will have the right to attend. Parents may be represented if they so choose. Appeals should have been received by the Chair of Governors by 24<sup>th</sup> April 2022.

### **Waiting List**

Unsuccessful candidates will be offered the opportunity to remain on a waiting list. This will be maintained in accordance with the published admission criteria for the school. The waiting list will be closed at the end of each academic year for which admission is sought. As vacancies arise, pupils will be admitted from the list in accordance with the oversubscription criteria above. It is important to note that because of this, applications received after the allocation of places may take priority over those already on the waiting list.

### **In-Year Admissions**

In-Year Applications are made directly to the school. If a place is available and there is no waiting list, the school will communicate the governors' offer of a place to the family. 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, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked after' children-similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children].

If a place cannot be offered at this time, 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 [as modified above] 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 re-rank the list and the Governors will inform parents whether or not a place is to be offered.

### **Admission to the Sixth-Form**

All students on roll at the school are entitled to progress into the 6<sup>th</sup> Form following the completion of their GCSEs in Year 11. Year 11 students will be invited to complete an application, make initial subject preferences and will take part in a progression interview with a senior member of staff in order to ensure they are placed on the most appropriate level of course pathway.

A Level and advanced vocational subjects each have specific entry requirements based on GCSE grades.

A Level 2 pathway is offered as a one-year full-time programme for students who have not reached the level required for Advanced Level study.

The school is able to admit 180 students into the 6<sup>th</sup> Form.

### **Oversubscription Criteria**

Where the number of applications exceeds the admission number, places will be made up according to the following criteria:

1. Children already on roll at the school in Year 11 who choose to continue their education in the 6<sup>th</sup> Form.
2. External applicants are welcome to apply to the 6<sup>th</sup> Form. Where the number of applications exceeds the number of available places, the oversubscription criteria detailed on page 2 of this policy will apply.

## **Terms used in Admissions Policy:**

### ***Parent***

The term 'parent' is the person or persons who have legal responsibility for the child.

### ***Looked after child***

The term '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***

&or the purposes of this policy, an 'adopted' child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

### ***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 before the order is made qualify in this category.

### ***Children Educated outside of their chronological age group***

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Applications should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### ***Special Guardianship Order***

A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

### ***Candidate***

The child on whose behalf and application is being made.

### ***Applicant***

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.

### ***Catholic***

The term Catholic in the policy means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

**'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

### ***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.

### ***Sibling***

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.

**"Children of other Christian denominations"** means children who belong to other churches and ecclesial communities which, acknowledge 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 creedal 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.

All members of Churches Together in England and Wales 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.

**"Children of other faiths"** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7, above, and that falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion that involves belief in more than one God; and
- A religion that does not involve belief in a God.

Case law has identified certain characteristics that 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.

**Signed by Chair of the Academy Trust Company:**

**Signed by Chair of the Local Governing Board:**

**Signed by Headteacher of the Catholic Academy:**