

GENERAL NOTTINGHAM/NOTTINGHAMSHIRE CATHOLIC SECONDARY POLICY

ADMISSIONS POLICY FOR CATHOLIC VOLUNTARY SECONDARY ACADEMIES IN NOTTINGHAM CITY AND NOTTINGHAMSHIRE

**ALL SAINTS CATHOLIC VOLUNTARY ACADEMY MANSFIELD
(Nottinghamshire), part of The Aquinas Catholic Academy Trust
CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY ARNOLD NOTTINGHAM
(Nottinghamshire), part of the Pax Christi Catholic Academy Trust
THE BECKET SCHOOL, A CATHOLIC VOLUNTARY ACADEMY, WEST BRIDGFORD
NOTTINGHAM (Nottinghamshire),
part of the South Nottingham Catholic Academy Trust
THE TRINITY CATHOLIC SCHOOL, A VOLUNTARY ACADEMY, ASPLEY NOTTINGHAM
(Nottingham City), part of the St Barnabas Catholic Academy Trust**

This policy will apply to all admissions for the year 2017-2018.

These schools are in the trusteeship of the Diocese of Nottingham and serve the Catholic families of Nottingham City Local Authority and Nottinghamshire County Council. Our first responsibility therefore is to the children of Catholic families in these areas and these children must have priority in gaining a place at the school. Additionally, we also welcome applications from all parents and carers, regardless of faith or background who would like their children to be educated in a Christian environment. As Catholic schools we are mindful of the mission of the Church to welcome those who are disadvantaged or marginalised. In particular, we continue to welcome children of families from other countries who have made their homes in Nottingham and Nottinghamshire.

Our schools belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek 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 these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The respective Catholic Academy Trust is the Admission Authority for the Voluntary Academies (as listed above). Each Admissions Authority is responsible for determining the admissions policy. All decisions relating to admission applications will be taken by the Governing Body of the Academy applied for. The Local Authority co-ordinates the annual admissions process on behalf of the admission authorities.

Each academy gives priority within the oversubscription criteria to Catholic children attending our linked primary schools. The table below shows the primary schools linked to each secondary school:

<i>All Saints (186 places)</i>	<i>Christ the King (147 places)</i>
<i>St Philip Neri with St Bede's, Mansfield, St Patrick's, Forest Town, Holy Trinity, Newark, St Joseph's, Boughton St Joseph's, Langwith Junction. Holy Family, Worksop (Hallam Diocese)</i>	<i>St Margaret Clitherow, Nottingham, The Good Shepherd, Woodthorpe, Sacred Heart, Carlton Holy Cross, Hucknall</i>

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<i>The Becket (166 places)</i> <i>Blessed Robert Widmerpool, Clifton, St Edmund Campion, West Bridgford, St Patrick's, Wilford, Our Lady and St Edward's, Nottingham English Martyrs, Long Eaton.</i>	<i>The Trinity (165 places)</i> <i>St Teresa's, Aspley, Our Lady of Perpetual Succour, Bulwell, St Mary's, Hyson Green St Augustine's, Mapperley.</i>
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In order to provide a system for the allocation of places, which takes into account the wishes of each Governing Body, a set of oversubscription criteria have been drawn up, consulted upon, and agreed with the Diocesan Education Service and with each local authority. The responsibility clearly stated in the opening paragraph will mean that the criteria for admission to the schools will give priority to baptised 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.

ARRANGEMENTS FOR ADMISSION

Nottingham City – The Trinity School

See The Local Authority Booklet 'Going to School in Nottingham – Secondary Education' for full details of the admissions process. Also visit www.nottinghamcity.gov.uk for full details of the admissions process and on line application.

Nottinghamshire - All Saints, Christ the King, The Becket

See Nottinghamshire County Council's Admissions to schools: guide for parents for full details of the admissions process.

Visit www.nottinghamshire.gov.uk/schooladmissions for full details of the admissions process and on line application.

For general advice on choosing a Catholic school, you can also speak to any of the above schools, the headteacher at your child's current primary school or Nottingham Diocesan Education Service – 01332 293833.

ALL APPLICATIONS - DOCUMENTS REQUIRED

Common Application Form:

For applications for transfer from primary school to secondary school parents should apply on the home local authority's common application form. For applications in-year, parents should contact the relevant local authority.

The Supplementary Form and Supporting Evidence

In addition all applicants wishing to apply under faith criteria should complete the Supplementary Form. The information on this form will enable Governors to place applicants in the correct category. Supplementary Forms can be downloaded from the school's website, or parents can contact the school to request a copy. The Supplementary form should be returned **to the school** by the same closing date as the Application Form.

Parents/carers of Catholic children should also supply one of the following documents with the Supplementary Form:

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- A copy of the child's baptism certificate OR -
- 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 or reception into the Catholic Church, 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 Supplementary Form or the required documents listed above are not returned by the closing date, applicants will automatically be placed in Category E of the oversubscription criteria (see below)

ALL APPLICATIONS – HOW PLACES ARE ALLOCATED

Once applications are received details of all applicants are passed to the Governing Body. Using the information on both the Common Application Form and the Supplementary Form, each 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. When a place can be offered at more than one of the schools listed on your application, the home authority will offer a place at the highest preferred school where a place is available.

ADMISSION OF PUPILS OUTSIDE 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.

LATE APPLICATIONS – NOTTINGHAM CITY - THE TRINITY SCHOOL

Nottingham City Council and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by Nottingham City Council up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

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All other late applications for secondary school places received by Nottingham City Council after the specified date will be dealt with after the offer day.

LATE APPLICATIONS – NOTTINGHAMSHIRE

Certain late applications submitted in the normal admissions round that are received by Nottinghamshire County Council up to the date set by Nottinghamshire County Council will be treated as on time. Such applications will be from parents or carers who:

- have moved into Nottinghamshire ; or
- can establish at the time of completing the form that there were exceptional reasons for missing the closing date and were, therefore, unable to meet the published closing date.

Governing Bodies will treat such applications as on time where it is practical to include them in their first ranking. All other late applications for secondary school places received by Nottinghamshire Local Authority after the specified date will be dealt with after the offer day.

IN YEAR APPLICATIONS

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. A Supplementary Form should also be completed. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless circumstances have changed since the year group in question was a normal year of admission.

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. If there is oversubscription, schools will maintain waiting lists for in year applications. Details will be provided on request. Inclusion in a school's waiting list does not mean that a place will eventually become available.

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). Appeal should be lodged within 20 school days after the date of your refusal letter.

WAITING LISTS

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's waiting list.

Waiting lists for admission for year 7 to year 11 will be maintained until the end of the academic year and the child's name will remain on the waiting list until that time or until the parents request the school to remove the child's name from the list.

Waiting lists for admission for year 12 and year 13 will remain open until the end of the autumn term.

Parents must make a further request for a school place in respect of a later academic year and if a place is not available, the child's name can be added to the waiting list.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the waiting list 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.

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If an application is refused, parents/carers may appeal. 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 school days from the date of the decision letter or, in the case of 'In Year' applications, twenty school 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 the school.

FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols 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. The academies listed in this policy participate in either the Nottinghamshire County Council or Nottingham City Council Fair Access Protocols.

APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS

In cases where there is one remaining place available and the next child on the waiting list is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the published admission number will be exceeded.

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.

OVERSUBSCRIPTION CRITERIA

Pupils with an Educational Health and Care Plan (EHCP) or a statement of special needs which names the school will be admitted. This will reduce the number of places available.

Category A – Catholic pupils who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order

Category B – Catholic Pupils

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 at the time of admission
3. Other Catholic pupils.

Category C – Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order

Category D - Pupils who are participating in a recognised course to celebrate the Sacraments of Christian Initiation and those belonging to other Christian churches which belong to Churches Together in England and Eastern Orthodox Churches

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 at the time of admission
3. Other Christian pupils.

Christian churches are those churches and denominations which belong to Churches Together in England and Wales (see note 4 below).

Category E – Other pupils

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 at the time of admission

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3. Other pupils.

In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. (See below)

Distance measurement – Nottingham City (Trinity)

Distance will be measured in a straight line (by a computerised geographical information system) from the centre of the academy campus to a point at the pupil's home address identified by the Local Land and Property Gazetteer.

Distance measurement – Nottinghamshire (All Saints, Christ the King, The Becket)

Distance measurements will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principal entrance to the main administrative building of the Academy. This will be calculated by using the County Council's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the County Council's computerised distance measuring software produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the academy.

All schools: 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 (e.g. 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 planned admission number.

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

For admission purposes, we consider a sibling connection to relate to any of the following:

- A brother or sister (who share both parents)
- A half-brother or half-sister (where two children share one parent)
- A stepbrother or stepsister (where two children are related by a parent's marriage)
- Adopted or fostered children living in the same household under the terms of a residence order.

Note 2 - Definition of Catholic

- 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 available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church
- 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 and whose name has been enrolled in the Book of the Elect at the Rite of Election in the Diocese. (Parishes are requested to keep appropriate records)

*Full ecclesial and canonical communion with the Catholic Church requires the recognition that the Bishop of Rome has full, supreme, and universal power over the whole Church, a power which he can always exercise unhindered (Catechism of the Catholic Church, §882). For Christians baptised outside of the Catholic Church, the restoration of full ecclesial and canonical communion requires reconciliation and a formal act of reception into full communion. Full communion with the Catholic Church is not established by the reception of Holy Communion alone.

Note 3 - Definition of looked after children or previously looked after children

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:

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- (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 for details of 'member churches of Churches Together in England'