

**ADMISSIONS POLICY - SEPTEMBER 2021 ADMISSIONS**

Policy owner: PA to Headteacher

Policy approver: Resources Committee

Policy approved: date

Review frequency: annual review

Next review date: 1 year from policy approved date

**Planned Admission Number (PAN) for September 2021-150 pupils.**

**1. APPLICATION PROCESS**

1.1 All applicants to St Mary’s RC High School (the school) must apply through the Local Authority by completing either the on-line application form (link under ‘Admission Arrangements’ in the ‘For Parents’ folder on the school website) or a paper copy application form SA1 (available from the Local Authority).

1.2 Applicants must also complete the school’s own application form, either that for Catholic children or that for Christian, non-Catholic children. These forms are available under ‘Admission Arrangements’ in the ‘For Parents’ folder on the school’s website or on request from the school.

1.3 Completed application forms should be submitted both to the Local Authority and to the school by 31 October 2020.

**2. OVERSUBSCRIPTION CRITERIA**

2.1 In the event of oversubscription, applications will be considered in the following order of priority:

1. Children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan\* names the school.

2. Baptised Roman Catholic who is a looked-after child or a child who was looked-after, but ceased to be either because they were adopted or because they became subject to a residence order or special guardianship order. See note 1.

3. Baptised Roman Catholic children. See note 2.

4. Looked-After Children and children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order. See note 1.

5. Children who have a brother or sister who has attended the school. See note 3.

6. Children who attend one of the three designated Catholic primary schools. See note 4.

7. Children of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

8. Children of other Christian denominations who attend church regularly \*\* and whose parents/guardians support the Catholic ethos of the school. See note 5.

9. Children of other Christian denominations whose parents/guardians support the Catholic ethos of the school and who have the support of a Christian minister. See note 5.

10. All other children.

2.2 In the event of any category being over-subscribed, the governors will use distance.

2.2.1 Distance will be measured by the shortest available walking route using a road and/or made-up footpath from the front door of the child’s address (including flats) to the main entrance of the school, using the Local Authority’s computerised measuring system, with those living closest to the school receiving the highest priority.

2.2.2 In any case where the distance is not a final deciding factor, eg two applications are exactly the same distance from the school, the final tiebreaker will be a lottery undertaken by an individual independent of the Children and Families Directorate.

\* A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

\*\* That is, in addition to participation in school worship and church attendance as part of uniformed youth associations, gatherings etc.

**3. INCOMPLETE APPLICATIONS**

3.1 Applicants who make incomplete applications to the school will be placed in order of priority number 10.

**4. LATE APPLICATIONS**

4.1 It is likely that late applications will be received between 31 October 2020 and 14 January 2021 (final allocation list). Such applications will be accepted on the understanding that the delay was reasonable, for example a family moving into the area. Because individual circumstances will vary from application to application, the governing body will decide what is reasonable.

4.2 Applications received after 1 March 2021 will be placed on a waiting list based on the oversubscription policy.

**5. FAMILIES OF SERVICE PERSONNEL**

5.1 Paragraph 2.18 of the Department for Education’s Schools Admissions Code states: For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must: a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children; b) ensure that arrangements in their area support the Government’s commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority’s composite prospectus.

This policy was approved at the meeting of the Safeguarding Committee of the governing body at their meeting on (date).

Signed: ………………………….. Mr Pete Fawcett Chair of Safeguarding Committee

**Notes:**

Note 1. Looked-After Children.

A looked-after child is a child who is:

in the care of a Local Authority; or

being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Note 2. Roman Catholic Children.

“Baptised Roman Catholic Children” means children who have been baptised in the Roman Catholic Church and children who have been baptised into another Christian denomination and later received into the Catholic Church.

Applications from Roman Catholic children should be accompanied by the school’s application form completed by parents/guardians and verified by the applicant’s Parish Priest or the Priest responsible for the church normally attended by the applicant.

Evidence of baptism or reception into the Catholic Church should be made available to the Priest verifying the application form.

Note 3. Brother or Sister.

The definition of a brother or sister is:

A brother or sister sharing the same parents;

Half-brother or half-sister, where two children share one common parent;

Stepbrother or stepsister where two children are related by a parent’s marriage;

Adopted or fostered children.

Note 4. Designated Catholic Primary Schools:

Our Lady’s Roman Catholic Primary School, Hereford;

St Francis Xavier Roman Catholic Primary School, Hereford;

St Joseph’s Roman Catholic Primary School, Ross-on-Wye;

Note 5. Other Christian denominations.

“Other Christian denominations” means membership of a Christian Church, which is an organised body subscribing to the Doctrine of The Trinity.

Applications from children of other Christian denominations should be accompanied by the school’s application form completed by parents/guardians and a recognised Christian minister.

A child will be considered to attend church regularly if he/she has been attending church at least monthly during the 12 months immediately before the date on the application form.