



ST MARY'S RC HIGH SCHOOL

ADMISSIONS POLICY - SEPTEMBER 2023 ADMISSIONS

Policy owner: PA to Headteacher

Policy approver: Full governing body

Policy approved: 9 December 2021

Review frequency: annual review

Next review date: 1 year from policy approved date

Planned Admission Number (PAN) for September 2023-150 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 the on-line application form. (Link under 'Admission Arrangements' in the 'For Parents' folder on the school website.) A paper copy application form (available for those without internet access) can be obtained from the secondary transfer admissions officer at Herefordshire Council on 01432 260925.

1.2 Applicants must also complete the school's own application form and return it to the school. This form is 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 to the Local Authority by 31 October 2022 and to the school by 30 November 2022.

2. OVERSUBSCRIPTION CRITERIA

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

1. Children with a Statement of Special Education Needs or an Educational, Health & Care Plan which names this school.

2. Baptised Roman Catholics who are looked after children and previously looked after children who have since been adopted, or became subject to a child arrangements order or special guardianship order, including those children who

appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. See notes 1 - 5.

3. Baptised Roman Catholic children. See note 5.

4. Looked after children and previously looked after children who have since been adopted, or became subject to a child arrangements order or special guardianship order, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. See notes 1 - 4.

5. Children who have a sibling who has attended the school. See note 6.

6. Children who attend one of the three designated Catholic primary schools. See note 7.

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. See note 8.

9. Children of other Christian denominations. See note 8.

10. All other children.

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

2.2.1 Distance is measured by the shortest available walking route using a road and/or made up footpath using the nearest node on the transport network to the property point. The effect of this is to take you to the front door and not take into consideration other entrances (such as rear garden gates/ short cuts). This is particularly pertinent in a rural area like Herefordshire where rural properties can have multiple access points. The distances will be determined by the Local Authority.

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.

3. INCOMPLETE APPLICATIONS

3.1 Applicants who make incomplete applications to the school will be placed in oversubscription category 10.

4. LATE APPLICATIONS


4.1 It is likely that late applications will be received between 31 October 2022 and 14 January 2023 (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 2023 will be placed on a waiting list based on the oversubscription policy.

5. FAMILIES OF SERVICE PERSONNEL

5.1 In accordance with the Department for Education's Schools Admissions Code, families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in this area, will be considered for a place in advance of the family arriving, 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. A service child will not be disadvantaged because the family does not currently live in the area.

This policy was approved at the meeting of the full governing body at their meeting on 9 December 2021.

Signed:  Lynn Johnson Chair of governing body

Notes:

1 - 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 Section 22(1) of the Children Act 1989) at the time of making an application to a school.

2 - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

3 - A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

3a - Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

4 - See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5 - "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 evidence of baptism (normally a baptism certificate) or reception into the Catholic Church. Documents should be sent to the school with the school application form and will be returned once the application has been processed.

6 - A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner.

7 - 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;

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

8a - 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.

8b - 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, in addition to participation in school worship and church attendance as part of uniformed youth associations, gatherings etc.



ST MARY'S RC HIGH SCHOOL

APPLICATION FOR ADMISSION SEPTEMBER 2023

Parent(s)/Guardian(s) Please complete and return this form, with relevant enclosures to:
Mrs S Turley, Admissions, St. Mary's RC High School, Lugwardine, Hereford HR1 4DR
Applications are to be received at the school no later than 31st October 2022

1. Full Name of Child:		Date of Birth:	
2. Address:			
		Postcode:	
Home Telephone No.:		Parent Mobile No.:	
Parent Email Address:			
3. Does the student have a sibling current at St Mary's or a sibling who has attended in the past:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3a. If Yes, please give name			
3b. If Yes, please give current year group (or years attended)			
4. Does the student attend one of the 3 Catholic feeder primary schools? i.e. Our Lady's, Hereford; St Francis Xavier, Hereford; St Joseph's, Ross-on-Wye	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4a. Current Primary School:			
5. Does the student have a parent who is currently a member of staff at St Mary's and who has been employed at St Mary's for at least two years:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. Does the student have a current EHCP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7. Is the student in the process of obtaining an EHCP assessment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please give any further information and/or comments relevant			
7. Is the student baptised Roman Catholic?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

IF BAPTISED ROMAN CATHOLIC, PLEASE ENCLOSE A COPY OF THE STUDENT'S BAPTISM CERTIFICATE AND
PROCEED TO SECTION 14 OVERLEAF FOR SIGNATURE BY THE PARENT(S) / GUARDIAN (S)

FOR ALL OTHER APPLICATIONS PLEASE COMPLETE SECTION 8 ONWARDS

8. Is the student Christian: <i>If No, please proceed to Section 14 for signature by the Parent(s)/Guardian(s)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Denomination:			
10. Name of Church at which applicant worships:			
11. Address of Church:			
		Postcode:	
12. Minister's/Pastor's/Church Leader's Name:			
13. Has your child worshipped at least monthly at this church over the last 12 months? (Excluding attendance with school or uniformed organisations e.g. cubs, brownies etc.)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, please enclose the child's baptism certificate or other supporting evidence			
14. Name of parent(s)/guardian(s): PRINTED			
Signature(s):		Date:	
Please feel free to attach a separate sheet with any further comments relevant to this application.			

QUESTIONS TO BE COMPLETED BY CHRISTIAN MINISTER

YOU DO NOT NEED TO COMPLETE THIS SECTION FOR

- ❖ Catholic students
- ❖ students who have or have had siblings at St Mary's
- ❖ students who attend one of the Catholic feeder primary schools
- ❖ students who have parents who are members of staff at St Mary's
- ❖ students who are not Christian

Name of Child:			Date of Birth:	
Minister's/Church Leader's/Pastor's Name:				
Address:				
	Postcode:			
Can you confirm that you are responsible for the church named in Section 10 above:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Denomination:				
Do you and your congregation subscribe to the doctrine of the Trinity?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
How long have you known the child named above/overleaf?				
Can you confirm that the child applying has worshipped at least monthly at this church over the last 12 months? (Excluding attendance with school or uniformed organisations e.g. cubs, brownies etc.)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature(s):			Date:	
Please feel free to add any further comments relevant to this application.				