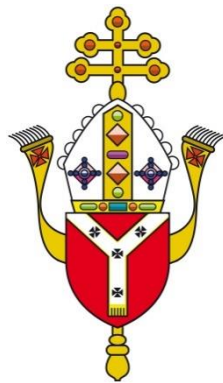


DIOCESAN GUIDANCE ON ADMISSION TO CATHOLIC SCHOOLS

Diocese of Westminster

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Vaughan House,
Westminster





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DIOCESAN GUIDANCE ON ADMISSION TO CATHOLIC SCHOOLS – JULY 2018

CHAPTER 1: INTRODUCTION

It is the responsibility of admission authorities to ensure that admission arrangements i.e. the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and any device or means used to determine whether a school place is to be offered, are compliant with admissions legislation, and the 2014 School Admissions Code (“the Code”) issued under section 84 of the School Standards and Framework Act 1998 (“SSFA 1998”).

In Catholic Voluntary Aided schools the admission authority is the governing body. In Catholic Academies the admission authority is the academy trust. The term “school” is used throughout this guidance to refer to Catholic schools and academies. The term “governing body” is used throughout to refer to the admission authority under the appropriate constitutional arrangements.

The Code provides, in paragraph 1.38, that admission authorities of schools designated as having a religious character **must** have regard to guidance from the body or person representing the religion or religious denomination when constructing faith based admission arrangements, to the extent that the guidance complies with the mandatory provisions and guidelines of the Code. It also requires the admission authority to consult the body or person representing the religion or religious denomination when deciding how membership or practice of the faith is to be demonstrated. The body or person who is the representative of the religious denomination for schools designated as Catholic (“the appropriate religious authority”) is the diocesan bishop. This includes all Catholic schools and academies, including those which are within the trusteeship of a religious order.

This guidance is provided by the diocese to support governing bodies in discharging their responsibilities as admission authorities. It provides guidance about the construction of admission arrangements and diocesan requirements in relation to membership and practice of the Catholic faith **to which all Catholic school within the diocese must have regard. This document, which is effective from July 2018, replaces all previous guidance issued by the diocesan bishop as the appropriate religious authority for all Catholic schools situated in his diocese.** This includes all Catholic maintained schools and Catholic academies, including those within the trusteeship of a religious order.

The bishop expects schools to comply with this guidance unless there are clear and proper local reasons for not doing so. He expects such a position to be the exception, and only to be reached following discussions with diocesan officers.

This guidance complements, but does not reproduce the Code. Rather, it focuses on those areas that are of most concern to the governing bodies of Catholic schools. Governors and panel members most directly concerned with admissions and appeals against admission decisions will need to be thoroughly familiar with the Code as well as this guidance.

This guidance describes the primary legislation, regulations and case law most relevant to maintained school governing bodies and academy trust companies. Whilst every effort has been made to ensure the accuracy of the guidance, it must be noted that it does not provide a definitive interpretation of the law. That is entirely a matter for the courts.

Responsibility for determining arrangements and publishing policies and procedures which comply with the law, rests with the governing body, not with the diocese.

General Principles

Admission policies in Catholic schools are a key element in preserving and developing the distinctive religious character of Catholic schools. This guidance also reflects that there are some underlying principles which should inform admission arrangements in all Catholic schools. Some of these are set out here.

A Catholic education must:

- encourage the formation and growth to maturity of the whole human person;
- enable physical, moral and intellectual talents to be developed harmoniously;
- teach all to know and live the mystery of salvation;
- assist all to work towards their eternal destiny;
- promote the common good of society;
- ensure that all develop a greater sense of responsibility and a right use of freedom; and
- provide formation for every person to take an active part in social life.¹

In England and Wales, the Bishops have also said that *“whether or not market forces are regulated in some way by a supervising authority, it remains the Christian duty of individual schools themselves to promote the common good and support “the poor, vulnerable, powerless and defenceless” by reviewing and, where necessary, amending their admission procedures; accepting that sacrifices sometimes have to be made by individual institutions for the sake of the common good; and working at local, diocesan and national levels to ensure an equitable distribution of the resources available to education.”*²

Each Catholic school is established in the diocese to form, in partnership with home and parish, an integral part of that local Catholic faith community which bears the mission of the Church to embrace the gospel of Christ, to live by its values, and to proclaim Christ as the light of all peoples. A key role of the school is to assist parents of baptised Catholics to fulfil the responsibilities taken on at their child’s baptism. By striving to be a Christ-centred community providing excellent education, the school will also play its part in the witness and mission of the local Church.

Catholic schools are established and maintained as part of the education system, in which the Catholic community undertakes a responsibility to provide for the education of Catholic children in schools whose philosophy, recruitment, admission of pupils, delivery of the curriculum and daily life are determined by the distinctive Catholic ethos of their faith community. **As part of the diocesan community of parishes and schools, no school should act for its own perceived interests alone.**

It is the responsibility of Catholic schools, in co-operation with each other and other admission authorities, and with the assistance of the diocese, to ensure that the maximum number of Catholic children are able to take advantage of a Catholic education provided at a local Catholic school. Catholic schools should therefore:

- work with each other to draw up admission policies which ensure that places are provided equitably for all local Catholic communities (including Eastern Catholic Churches and ethnic chaplaincies); and

¹ Code of Canon Law (*Codex Juris Canonici*: CJC) cann.795, 217; *Gravissimum Educationis*. ² The Common Good in Education, p.17.

- co-ordinate their admission arrangements to maximise parental satisfaction with their choice of Catholic school.

CHAPTER 2: ADMISSION PROCEDURES

A. The Role of the Governing Body

Admission criteria are set by the governing body and published in its admissions policy. In deciding on the admission arrangements for the school the governing body must comply with the law, including to have regard to this diocesan guidance. In all Catholic voluntary academies the admission authority is the academy trust company. This is the case for Multi Academy Trust Companies (“MAT” or “CAT”). This means that the MAT is responsible for determining the admission policies for all its schools and taking decisions on applications. The MAT may, however, delegate responsibility for determining the admission policies for an individual school within the MAT, and/or taking decisions on applications, to the local governing body or local committee of the individual schools.

Governing bodies are required by law to comply with the Trust Deed and constitutional documents in discharging their functions, including when determining admission arrangements. For schools the constitutional document is their Instrument of Government and for academies is their Articles of Association. The constitutional documents include the school’s duty to serve as a witness to the Catholic faith, and to comply with the requirements of canon law.

Catholic school governing bodies have an over-riding duty to offer places to Catholics first. This is a requirement of the Trust Deed and therefore a legal requirement on governing bodies. Catholic schools must not operate any policies if the consequence is to offer a place to a non-Catholic and deny that place to a Catholic.

Determination of Admission Arrangements

Governing bodies must determine the school’s admission arrangements annually. The governing body must do so formally each year, even when the admission arrangements remain the same. It is important that governing bodies ensure that their decision to determine the admission arrangements each year is documented and that they keep records to evidence that they have done so.

Consultation (see paras 1.42-1.45 of the Code)

Where changes are proposed to the admission arrangements the governing body must consult on the arrangements before they are adopted by them, except where the change is to increase a school’s published admissions number (“PAN”) **The governing body must not, however, increase its PAN without the agreement of the diocese.** Canon law provides that each diocesan bishop has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in his area. The expansion of any Catholic school is part of the strategic place planning and, therefore, within the canonical responsibility of the diocesan bishop. All Catholic schools are required by their governing documents to comply with the requirements of canon law.

Where no changes are made to admission arrangements over a number of years, the admission authority must, nevertheless, carry out a public consultation every 7 years. Consultation must be for a minimum of 6 weeks, and the Code sets out the specific time frame within which that consultation must take place (see para 1.43 of the Code).

The Code also sets out those with whom the governing body is required to consult. This includes consultation with the appropriate religious authority. Catholic schools must, therefore, consult with the diocese, since the appropriate religious authority is the diocesan bishop.

It is important for the governing body to give careful consideration to identify those persons or bodies with whom they need to consult, and the means by which they might effectively do so. The diocese will be able to provide further guidance about the persons or bodies to be consulted and the governing body should contact the diocese at the earliest opportunity to seek its guidance.

Once admission arrangements are determined, the governing body must notify all those persons or bodies specified by the Code. This includes sending a copy of the full determined admission arrangements to the diocese. The governing body must also send a copy of its full, determined arrangements to the local authority. It is important to note that the determined admission arrangements must be published on the school's website for the whole of the school year in which offers for places are made.

Where an admission authority has determined a PAN that is higher than in previous years, the local authority must be notified and specific reference must be made to the change on the school website as soon as determined (see para. 1.48 of the Code). The governing body should always consult with the diocese in good time to obtain its consent to the increase in its PAN, allowing sufficient time for it to be factored into the next normal admission round if approved.

The governing body must provide all the information that the local authority needs to compile the composite prospectus within the time frame required by the Code.

Allocating Places

The governing body of a Catholic school is the admission authority, and is responsible for decisions on admissions to the school.

With the exception of designated grammar schools, all maintained schools, including Catholic schools, must offer a place to every child who has applied where they have enough places. Where there are insufficient places available **the governing body must allocate places on the basis of their determined admission arrangements only.**

A decision to offer, or refuse admission must not be made by one individual in an admission authority. The whole governing body, or an admissions committee established by the governing body, must make these decisions.² The decisions of the governing body, or the admissions committee, must be recorded in the minutes of the meeting of the governing body and the minutes must be retained in accordance with the school's record retention policy.

It is important that applications for in-year admissions are processed as quickly as possible to avoid any delay in a child starting school. Usually the governing body will establish an Admissions Committee to which the governing body will delegate responsibility to make the decisions about admission to the school. The relevant regulations require that the quorum for any meeting of such committee must be determined by the committee, but in any event must be not less than three governors who are members of the committee.³

² Para. 2.7 School Admissions Code December 2014

³ Reg. 22(2) School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

It is often difficult to arrange meetings of the committee on short notice to deal with ad hoc in-year applications. The regulations do, however, provide that the governing body may approve alternative arrangements for committee members to participate or vote at meetings of a committee including, but not limited to by telephone or video conference.⁴ It should be noted that the requirement is for a meeting of the committee, albeit not necessarily in person. An exchange of emails would not amount to participation in a meeting and therefore would not be compliant with the regulations.

It is therefore advised that the governing body, when establishing the Admissions Committee, should include within the delegation an approval of alternative arrangements to facilitate a virtual meeting, in order to ensure that decisions in relation to in-year applications are not delayed.

The governing body may delegate this responsibility to a committee and, if it does so, the head teacher should be a member. **However, head teachers have no individual role in school admissions and may therefore not be delegated the power to accept or refuse admissions on their own.**

It is important that the school's Parish Priest is not a member of any admissions panel. The Parish Priest is likely to be the Parish Priest for many of the families which are making application to the school for their child. He will, in that capacity, have a pastoral role to play which should not influence any decision to admit an individual child. The Parish Priest is also likely, in his capacity as the Parish Priest of a family, to be requested to provide any Certificate of Catholic Practice which is required by virtue of the school's oversubscription criteria. His membership of an admissions panel may therefore place the Parish Priest in a position where there is a conflict of interest. In the circumstances, it is not appropriate for the Parish Priest to participate in any admissions panel.

The governing body must maintain a waiting list until at least 31st December of each school year for each relevant age group, which is the age group at which pupils are, or will normally be admitted to the school e.g. reception, year 7 and year 12. **The diocese recommends that a waiting list be maintained by the governing body for the whole of the school year.** The admission arrangements must set this out, and state that each child added to the list will be ranked in accordance with the published oversubscription criteria. Priority must not be given based on the date a child's application is received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place through a local Fair Access Protocol or an Education, Health & Care Plan, must take precedence over those on the school's waiting list, in accordance with the school's admissions criteria (see para 2.14 of the Code).

B. The Role of the Local Authority

The local authority is the body which co-ordinates applications for admission to schools within its area in the normal admissions round.

Each year all local authorities must formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area (see para. 2.20 of the Code). They are required to publish the scheme on their website. All admission authorities in that area, including all Catholic schools, are required to participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme.

Local authorities must provide an application form to enable parents to express their preference for a place at any publicly funded school, with a minimum of 3 preferences in rank order, allowing them to give reasons for their preferences (see para 2.1 of the Code). Where additional information is

⁴ Reg. 26(10) School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

required to enable an admission authority to allocate places, the admission authority may provide supplementary information forms (SIF). **If so the SIF must only request information which has a direct bearing on decisions about oversubscription criteria or for the purpose of selection by aptitude or ability (see para 2.4 of the Code).**

There is no requirement for local authorities to co-ordinate in-year applications, but they must provide information in the composite prospectus, published by the local authority, on how in-year applications can be made and will be dealt with. A parent can apply for a place for their child at any time to any school outside the normal admission round. They can do so directly to the school, except where local arrangements are in place whereby it has been agreed that the local authority will co-ordinate in-year applications (see para 2.21). **It is, however, important to note that, where the local authority co-ordinates in-year applications, it does not make the decision about whether to offer a place at the school. Since the governing body is the admission authority, it is for the governing body to make all decisions about admission to the school including in-year applications.**

It is legally possible for the governing body to delegate decisions on admissions to the local authority where the local authority's Scheme for co-ordinated admissions makes provision for such delegation.⁵ However, the right of the governing body of a Catholic school as the admission authority and, therefore, the body which is entitled to make decisions in relation to admissions, has always been central to the protection of the Catholic character of the school. Governing bodies should not, therefore, agree to the inclusion of any such provisions in the Scheme. Local authorities are required to formulate a Scheme by 1st January in each year and to consult, including with each governing body in the event that changes are made to the Scheme which make it substantially different from the Scheme adopted for the preceding academic year, or every six years.⁶ It is likely that existing Schemes may already include provision allowing for a local authority to make certain decisions on admissions. Where that is the case governing bodies must, at the next opportunity, make clear to the local authority that it will henceforth make all future decisions in relation to admissions to the school and has rescinded any previous delegation of its authority to the local authority, further that the Scheme must not include any provision which does not reflect this.

The governing body must, on receipt of an in-year application, notify the local authority of both the application and its outcome. This allows for the local authority to keep up to date figures on the availability of places in the area. It also allows for the local authority to ensure that children in the area receive the offer of a school place and are not out of school for a significant period. It is therefore extremely important that this information is provided to the local authority without delay.

It should be noted that local authorities **must** refer an objection to the Schools Adjudicator if they are of the view, or suspect, that the admission arrangements of a school are unlawful.⁷ In addition any person or body (including any diocese) who considers that the admission arrangements of a school are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.⁸

⁵ The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

⁶ Reg. 27 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

⁷ Para. 3.2 School Admissions Code December 2014

⁸ Section 88H of the SSA 1998

Fair Access Protocol

Each local authority must have a Fair Access Protocol agreed with the majority of schools in its area (see para 3.9 of the Code) and all admission authorities must participate in it (see para. 3.11 of the Code). This is to ensure that, outside the normal admission round, unplaced children are offered a place at a suitable school as quickly as possible.

It should be stressed that not all children applying for a place in-year will fall within the Fair Access Protocol. The list of children to be included in the Fair Access Protocol should be agreed with the majority of schools and is intended to apply to children who have difficulty securing a school place. The Code, at para. 3.15, sets out a list of the children to be included in the Fair Access Protocol as a minimum.

Outside the normal admission round the governing body may give absolute priority to a child where admission is requested under any locally agreed Fair Access Protocol, even where this would mean admitting the child would exceed the school's PAN (subject to the infant class size exceptions).

C. The Role of the Diocese

A diocese is the portion of the people of God entrusted to a bishop. It constitutes a particular Church in which and from which the one and only Catholic Church exists.

The diocesan bishop governs the particular Church entrusted to him as Vicar of Christ: he has proper, ordinary and immediate jurisdiction, exercised by him personally in Christ's name. Canon law provides that each diocesan bishop has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in his area. A Catholic school is one which is recognised as such by the diocesan bishop.

As works of the apostolate, all Catholic schools are subject to the jurisdiction of the diocesan bishop, even those that are not in diocesan trusteeship. **Canon 806§1** provides that the diocesan bishop has the right of supervision, visitation and inspection of Catholic schools in his diocese, even those established or directed by members of religious orders. He also has the right to issue directives concerning the general regulation of Catholic schools.

The religious authority for all Catholic schools is the diocesan bishop. In accordance with the Code the admission authority must consult with the religious authority (the diocesan bishop) when deciding how membership or practice of the faith is to be demonstrated. As the local ordinary, it is for the diocesan bishop to decide how membership and practice is to be demonstrated. Therefore, in determining faith-based admission arrangements the governing body may only use the methods and definitions laid out in this guidance by their diocesan bishop. The governing body must have regard to this guidance in accordance with para. 1.38 of the Code, unless it does not comply with the mandatory provisions and guidelines of the Code or the school can demonstrate that it has considered and engaged with the guidance and has a clear and proper reason to depart from it. It will be particularly difficult for the governing body to demonstrate a clear and proper reason for departing from this guidance if that departure:

- (i) fundamentally undermines the core or underlying principles of the guidance;
- (ii) is expressly forbidden by or in conflict with the guidance; or
- (iii) is substantially different in a material respect from the guidance.

Published admission arrangements must make clear how membership or practice is to be demonstrated in line with this guidance.

The governing body is also required to consult with the diocese before making any changes to the school's admission arrangements. The governing body must propose any changes to its admission arrangements to the diocese for approval in advance of going out to wider consultation. The governing body is also required to provide the diocese with a copy of its determined admissions arrangements.

The diocese recognises that dealing with admissions can be one of the most difficult tasks facing governing bodies. It is hoped that this guidance will be of some assistance. Where governing bodies have any uncertainty or concern about any aspects of the admissions process the diocese is happy to assist and governing bodies should contact the diocese.

CHAPTER 3: DRAFTING (STRUCTURE) OF ADMISSION ARRANGEMENTS

A. Drafting Oversubscription Criteria

General

Governing bodies are required by law to comply with the Trust Deed and constitutional documents in discharging their functions, including when determining admission arrangements. For schools the constitutional document is their Instrument of Government and for academies is their Articles of Association. The constitutional documents include the school's duty to serve as a witness to the Catholic faith, and to comply with the requirements of canon law.

Catholic school governing bodies have an over-riding duty to offer places to Catholics first. This is a requirement of the Trust Deed and therefore a legal requirement on governing bodies. Catholic schools must not operate any policies if the consequence is to offer a place to a non-Catholic and deny that place to a Catholic.

Objectivity and Construction of Oversubscription Criteria

Oversubscription criteria must be reasonable, clear, objective, and procedurally fair and comply with all relevant legislation, including equalities legislation. Parents should be able to understand how their application will be handled and what chance their child's application has of succeeding.

The way that the oversubscription criteria are constructed should be clear to those reading them. It is advisable to set out the criteria in a numbered list, with those who fall within criterion 1 being admitted before those in criterion 2, and so on.

The criteria themselves should be as simple as possible. Definitions, clarifications, and requirements in relation to supporting evidence should, therefore, be included in explanatory notes which form part of the admission policy.

Governing bodies should avoid proliferation of criteria which are not required. For example, a school which is routinely heavily oversubscribed with Catholic children is unlikely to require criteria which distinguish between different types of non-Catholic children. You should, however, always remember to include as the final criterion "any other children" to avoid inadvertently appearing to exclude any applicants.

Schools are advised to use the diocesan model admission policies, attached to this guidance on p20.

Religious Criteria: Diocesan Bishop's Guidance

The religious authority for all Catholic schools is the Diocesan Bishop.

The Code provides, in paragraph 1.38, that admission authorities of schools designated as having a religious character **must** have regard to guidance from the body or person representing the religion or religious denomination when constructing faith based admission arrangements. It also requires the admission authority to consult the body or person representing the religion or religious denomination when deciding how membership or practice of the faith is to be demonstrated.

Therefore, in accordance with the Code the admission authority must consult with the religious authority (the diocesan bishop) when deciding how membership or practice of the faith is to be demonstrated. As the local ordinary, it is for the Diocesan Bishop to decide how membership or practice is to be demonstrated. Therefore, in determining faith-based oversubscription criteria, governing bodies of Catholic schools should only use the methods and definitions agreed by their Diocesan Bishop. The admission authorities of Catholic schools must follow diocesan guidance, unless it is contrary to the Code or the school can demonstrate that it has considered and engaged with the guidance and has a clear and proper reason to depart from it. Published admission arrangements must make clear how membership or practice is to be demonstrated in line with guidance from the Diocesan Bishop.

Highest priority for Catholics

Catholic schools in the diocese are **required by the diocesan bishop** to give priority to Catholic children, as defined in this guidance, when determining admission criteria. **No exceptions will be permitted except where the diocesan bishop has issued a written dispensation.**

Therefore the highest priority must be given to Catholic looked after children.

Governing bodies must therefore ensure that none of their criteria could have the effect of giving non-Catholic children preference over those from Catholic families.

Definition of 'Catholic' for the purposes of admission criteria

For the purposes of admission criteria, the term 'Catholic' means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes members of the twenty-one Eastern Catholic Churches in full communion with the See of Rome. Members of these Churches have the full rights of any member of the Catholic Church and must not be discriminated against in any way, directly or indirectly.

In admission arrangements, the designation 'Catholic' is to be preferred to any other, and the term 'Roman Catholic' is not to be used.

Membership of a Catholic Church is gained in one of two ways:

- (a) an unbaptised person becomes a Catholic by baptism in a Catholic Church. This is recorded in the Church's Baptismal Register.
- (b) other baptised Christians become Catholics by being received into a Catholic Church. This is recorded in the Church's Register of Receptions or, exceptionally, in the Church's Baptismal Register.

Governing bodies should therefore require, and must accept either of the following as evidence of membership of a Catholic Church:

- (a) a certificate of baptism from a Catholic Church, or

(b) a certificate of reception into the Catholic Church.

Here the term 'certificate' means a certified copy of an entry in the appropriate register.

Since it is possible for parents to obtain duplicate certificates when required, it is reasonable for governing bodies to require the production of one of these documents to support an application for admission to the school, or, in exceptional circumstances, other documentary evidence acceptable to the governors.

The governing body may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.

The diocesan model admission policies refer to situations where there may be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases contact should be made with the Parish Priest who, after consulting with the Bishop, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

'Catholic' as the basic category

Normally schools should use 'Catholic' as the basic category, and this should be followed by other (e.g. geographical etc.) criteria, worked out with other schools in the area so that there are no groups of the faithful who are effectively denied a Catholic education.

'Practising Catholic'

For the purposes of admission criteria, a 'practising Catholic' is a baptised Catholic child with a Certificate of Catholic Practice. The Certificate of Catholic Practice can only be issued for Catholic children who have been baptised. Documentary proof of a child's baptism according to the rites and practices of the Catholic Church will also need to be submitted as part of the application process.

A 'Certificate of Catholic Practice' means a certificate given by the family's parish priest, or the priest in charge of the Church where the family practises in the form laid down by the Bishops' Conference of England and Wales. **This can include an Assistant Priest and where necessary with the advice of a senior member of the Parish community.**

A higher test than 'Catholic' (i.e. that of 'practising Catholic') must not be used unless there is an absolute shortage of places in the locality. An absolute shortage of places is not to be confused with oversubscription at a particular school. When there are sufficient places in Catholic schools within the locality for all Catholic children, other criteria should be used to distribute the places available on an equitable basis. In order for the governing body to decide whether it needs to use the test of 'practising Catholic', it will need to seek the agreement of the diocese, since the diocese will have the information about the availability of places in Catholic schools in the locality.

Schools themselves must not make judgments on pastoral matters such as Catholic practice: it is the role of a priest to determine whether applicants meet the requirements of canon law in order for the priest to provide the Certificate of Catholic Practice. The role of the governing body is to devise and publish a policy and, subsequently, to apply the policy to applicants, giving priority to those who have a Certificate of Catholic Practice.

Schools **must not** use criteria related to the following or similar matters: financial contributions, registration in parishes, active participation of parents or pupils in parish, parish related or other Church activities, or service in Church ministry in any capacity. Such criteria may contravene the Code,

since any such requirement exceeds what the diocesan bishop has set out in this guidance as the test of what is needed to demonstrate that a person is a practising Catholic i.e. that the person is in receipt of a Certificate of Catholic Practice.

Governing bodies **must not** request certificates, references or other information from priests about sacraments other than baptism. In particular, information may not be requested relating to First Confession or First Holy Communion. Criteria based on *worship* at a particular parish or church may **not** be used. Such criteria are unlawful under the Equality Act because they disproportionately discriminate against certain ethnic groups, such as members of Eastern Catholic Churches or those who choose to worship at an ethnic chaplaincy.

Catechumens and Members of other Eastern Christian Churches

Governing bodies must make explicit provision for two particular categories of persons whom the Church regards as having a particular and special status, namely **catechumens** and **members of other Eastern Christian Churches**.

Catechumens are persons who wish to be baptised and have been accepted into the Order of Catechumens by the appropriate liturgical rite.

The **Eastern Christian Churches** (other than the Eastern Catholic Churches) include the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church.

Both of these categories should be given priority over all other non-Catholic applicants (except looked after and previously looked after children).

Acceptance into the catechumenate is normally demonstrated by a certified copy of the entry in the Church's Register of Catechumens.

Membership of an Eastern Christian Church is normally demonstrated by a certificate of baptism or a certificate of reception from the authorities of that Church.

The governing body may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.

Other Christian Denominations and Other Faiths

Admissions legislation allows for priority to be given not only to those who are members of the school's own faith designation, but also to those of other faiths. Where such criteria are adopted they must always rank below Catholic criteria and below looked after and previously looked after children.

If a school is routinely heavily oversubscribed with Catholic children it will not require criteria which distinguish between different types of non-Catholic children.

Schools should be advised to check with the diocese in cases of doubt as to whether a Christian denomination or faith meets the requirements of the definition contained within the school's admission arrangements.

Other Oversubscription Criteria

In the event that the governing body wishes to include any other criteria which are not faith based, for example to allow priority for children of staff at the school, they should always consult their diocese. This will help them to ensure that they are complying with the requirements of their Bishop and, in particular, with their over-riding duty to offer places to Catholics first.

B. Diocesan Model Admission Policies

The diocesan model policies have been carefully drafted to help schools comply with admissions legislation, including the Code. Schools are expected to use the diocesan model policies. This aims to minimise the risk of schools producing policies which are non-Code compliant. It also aims to ensure that governing bodies continue to provide priority to Catholic children.

Use of the diocesan model documents will also afford a level of consistency across Catholic schools in the diocese. With the proliferation of new admission authorities in the education sector, consistency across the Catholic sector will provide a level of strength in upholding the Catholic requirements and will also mean that parents will see less variation between policies and, therefore, should have a clearer understanding of how their children may gain admission to their local Catholic schools.

Statements of support for the school's aims and ethos

Governing bodies **must not** give priority in their oversubscription criteria to applicants who indicate that they are willing to give support to the aims and ethos of the school, or include any statement to this effect on the Supplementary Information Form.

It is, however, important for the Catholic character, and the school's aims and ethos, to be clear so that parents understand what is expected of them, and their children, once the child is a pupil. They will, therefore, be in a position to make an informed choice about whether it is a suitable school for their child. Governing bodies may make a factual statement about the school's aims and ethos in the preamble to the policy. The diocese expects the inclusion of such a statement, and this is included in the diocesan model admissions policies.

Published Admission Numbers

The governing body is required to set an admission number for each 'relevant age group' i.e. the age group at which pupils are, or will normally be admitted. For primary schools this is likely to be reception, but there may be other entry points, and if so the admission number for that age group must also be specified in the policy.

Likewise, for secondary schools, there are likely to be entry points at year 7 and to the sixth form at year 12. These entry points are included in the draft policy but, should there be any other points of entry, the admission number for this age group must also be specified.

Supplementary Information Form

Where governing bodies require information over and above the information on their local authority Common Application Form (CAF), they are permitted to provide Supplementary Information Forms (SIF). A model SIF is included at APPENDIX 6.

The SIF may only request information that has a direct bearing on decisions about oversubscription criteria or for the purposes of selection by aptitude. It must not request information that is already included on the local authority application form.

In the event that the SIF, together with all supporting documentation, is not returned to the school by the closing date given in the policy, a child will still be ranked within the appropriate criteria if the relevant information is provided. As long as the governing body has the relevant information and supporting documentation, then the child should be ranked in the relevant criteria regardless of the lack of a SIF.

‘Looked After’ and ‘Previously Looked After Children’

Highest priority must be given to Catholic ‘looked after children’ and ‘previously looked after children’. Governing Bodies should refer to para. 1.7 of the Code and the relevant footnotes, which sets out the definition of these terms.

The Code sets out the provisions of the relevant admission regulations at para.1.7. In most dioceses Catholic schools are legally required to give priority to Catholic children. The law permits Catholic schools to differentiate between Catholic and non-Catholic ‘looked after’ and ‘previously looked after children’. They must give the highest priority to **Catholic ‘looked after’ and previously looked after children’ above other Catholic children**. They must also give priority to non-Catholic ‘looked after’ and ‘previously looked after’ children above other non-Catholic children.

Residence in Parishes or Deaneries

The governing body may give higher or lower priority to children from particular parishes or deaneries (effectively a ‘catchment area’) but, if so, these parishes or deaneries must be named in the over subscription criteria. Care must be taken not to appear to guarantee a place to a resident of a catchment area/parish/deanery.

Such a criterion may be particularly appropriate when taking account of alternative Catholic schools available to parents. The selection of the area covered by the parishes or deaneries must be reasonable. To ensure this the governing body must consult the diocese, which will be able to advise the school about how the selection of the parishes or deaneries fits with the admission arrangements of other Catholic schools in the area.

Where geographical area such as parishes or deaneries are used, a map showing the boundaries of any such parishes or deaneries must be provided with the admission arrangements. This enables the criteria to make it clear that, if there is any dispute as to the identity of the boundary, the map given to parents at the time will prevail.

Schools which serve more than one parish or deanery may wish to ensure that children from the more distant areas of the parishes or deaneries served are not disadvantaged. There are two widely used strategies to accommodate this difficulty.

One option is that places may be offered as priority to children from a named parish or deanery for whom this is the nearest Catholic school. This potentially displaces children who live nearby but for whom there are nearer alternatives, thereby releasing places for children at a distance for whom there is no alternative.

Another option is setting ‘quotas’ for children in named parishes. The policy would need to be explicit about the number of places available and alert parents to the possibility of not securing a place. The procedures for offering places where the quota is exceeded should be clear and applicants should have the opportunity of being considered for any places remaining within the overall total on an equal basis with other applicants.

Any governing body contemplating using either option must work closely, through the Diocesan Education Service, with other local Catholic schools. This will ensure that the criteria fit well with those of other local schools and that no group of Catholics is disadvantaged by the system.

Feeder Primary Schools

Attendance at one or more Catholic feeder primary schools is a legitimate criterion. However, in areas where the demand for Catholic primary education exceeds the supply of places, care must be taken

not to disadvantage Catholic children who have not been able to obtain a place in a Catholic primary school.

The selection of feeder schools must be made on reasonable grounds. To ensure this the governing body must consult the diocese, which will be able to advise the school about how the selection of the feeder schools fits with the admission arrangements of other Catholic schools in the area. In this way, the governing body should be able to demonstrate that the selection is reasonable and avoid inadvertent disadvantage of Catholic children not attending the feeder schools.

Social, Medical or Pastoral Need

Some governing bodies wish to give themselves scope to offer a small number of places to pupils in exceptional circumstances should the need arise. Extreme caution is needed, as such a criterion can easily be seen as lacking in objectivity. Where governing bodies decide to include this criterion, the following factors should be borne in mind.

- The admission arrangements must make it clear what circumstances are envisaged, and what evidence will be needed to demonstrate this.
- Evidence, or claims under this criterion must be made at the time of application. Governing bodies should not accept a case which is put forward retrospectively.
- The needs should be the needs of the child, not the social or domestic convenience of the family.
- The case must be made for a place at the particular school in question not a general need.

The diocesan model policy allows for priority to be given to a child, where evidence that the child has an exceptional social, medical or pastoral need which can most appropriately be met at the school, has been provided at the time of application. The child will be placed at the top of the criteria under which the application has been made if that particular criteria is oversubscribed. Where the criteria is not oversubscribed the child would, in any event, be offered a place at the school.

Siblings

Priority for siblings helps bond links between the school and families. It also provides a degree of domestic convenience for parents. However, schools must not operate a 'siblings first' policy where the effect is to admit a non-Catholic sibling thereby denying a place to a Catholic child who may be the first or only child from a Catholic family. For this reason the diocesan model policy allows for priority to be given to siblings who will be placed at the top of the criteria under which the application has been made if that particular criteria is oversubscribed.

Appendix 1:

'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 the 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/>]

Appendix 2:

Definition of children of other faiths

“Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

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

Case law has identified certain characteristics which 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.

Appendix 3:

Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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 credal 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 of CYTÛN 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.

Appendix 4 – The Certificate



BISHOPS' CONFERENCE OF ENGLAND AND WALES

CERTIFICATE OF CATHOLIC PRACTICE

Details of child (for identification only)

Full name of child: _____

Address of child: _____

Postcode: _____ Date of Birth: _____

I am [the child's parish priest] [the priest in charge of the Church where the family practises] **[delete as applicable]**. I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practising Catholic family.

Priest's name _____ Position _____

Parish (or ethnic chaplaincy) _____

Address _____

Telephone _____ Date _____

Priest's signature _____

Parish stamp or seal

Appendix 5 – Guidance for Clergy

Bishops' Conference of England and Wales

Certificate of Catholic Practice – Guidance for Clergy

Definition of Practising Catholic for the Purpose of the Certificate of Catholic Practice

General Principles

The Certificate of Catholic Practice is based on the following principles.

- There is to be a single, objective, test for Catholic Practice: whether the child comes from a practising Catholic family.
- It is for a priest to make the judgment whether a child comes from a practising Catholic family.
- The priest should have enough information to allow him to build up a complete picture of the family and its circumstances in order to exercise that judgment.
- The definition of 'practising Catholic' set out in this guidance is for the purposes of Certificate of Catholic Practice only and for no other purpose.
- The test for Catholic practice:
 - (a) does not impose a higher requirement than the Church itself imposes;
 - (b) is capable of being applied consistently by many different priests; and
 - (c) is susceptible to proof by reasonable evidence based on observation.
- A Catholic child from a practising Catholic family is entitled to a Certificate of Catholic Practice.

The test is based upon Mass attendance, as this is capable of being observed objectively, with a reasonable degree of accuracy. Therefore, for the purposes of the Certificate of Catholic Practice, a person is a practising Catholic if they observe the Church's precept of attending Mass on Sundays and holidays of obligation (see *Catechism of the Catholic Church*, paragraphs 2041 - 2042).

The precise nature of this obligation is set out in the Church's canon law. For members of the Latin Church, the relevant canons are canons 1246 – 1248 of the 1983 *Code of Canon Law*. For members of Eastern Catholic churches the equivalent canon is canon 881 of the 1990 *Code of Canons of the Eastern Churches*. In applying these canons, it is important for priests to remember the following:

- children under seven are not bound by these canons¹;
- for numerous reasons, occasional non-attendance may not constitute a breach of the obligation: canon law provides for a range of particular circumstances which excuse or mitigate the obligation².

Priests cannot be expected to be able to recall whether or not each parishioner has attended Mass on every single Sunday or holiday of obligation, nor can they always be expected to know whether or not, on a particular occasion, a person is lawfully excused from doing so. On the other hand, it is also clear that fortnightly or monthly attendance does not constitute the practice required by the canons.

¹ CJC, c.11; CCEO, c.1490. It is therefore not permissible to attempt to measure the practice of a child below the age of seven, rather than that of the parents.

² The law itself mitigates its effects on those under 16 (18 in the Eastern Catholic churches): CJC, c.1323; CCEO, c.1413. Necessity or grave inconvenience can mitigate the effects of the canon: CJC, c.1323; CCEO, c.1414. These canons admit of substantial observance, that is to say that occasional non-observance does not constitute a violation: CJC, c.17-19; CCEO, c.1499-1501. See also Coriden, J.A., *An Introduction to Canon Law*, p.33, and Canon Law Digest VI, 684-5. In the Latin church, parish priests and equivalent, as well as ordinaries, have the power to dispense from the obligations of canons 1246-1248. As well as their own subjects, parish priests or equivalent may also dispense visitors and those with no fixed abode: CJC cc.1245, 91, 87.

Bishops' Conference of England and Wales

For those reasons, priests are advised that, if, by their own observation or other evidence, they can ascertain that a person has an established pattern of attending Mass most Sundays, and the practice claimed by that person is not less than is required by the Church, that person should be regarded as a practising Catholic for the purposes of the Certificate of Catholic Practice.

Length of Practice

Priests cannot judge whether a person's pattern of attendance at Mass corresponds to that required by the Church unless it has continued for a substantial period of time. This should always be presumed if the required pattern of attendance has continued for five years or more (or the whole time required by the Church, where this is shorter). On the other hand, priests should enquire very carefully into the circumstances where the pattern of practice has not continued over several years.

Practising Catholic Family

For the purposes of the Certificate of Catholic Practice, a family is normally to be regarded as a practising Catholic family where at least one parent is a practising Catholic and is doing his or her best to hand on the faith to his or her children. This fits with the mission of Catholic schools to assist parents in that task. It is therefore reasonable for that parent to expect the Church to assist him or her in doing so. Sometimes, unusually, a different pattern of practice may be judged by the priest to be equivalent. Examples might be where a grandparent or other relative supplements for the lack of practice of the parents, or where an older child practises despite the lack of practice of the parents. These children, too, deserve the support of the Church in their efforts.

WHICH PRIEST SHOULD COMPLETE THE FORM?

The Certificate of Catholic Practice should be given by the appropriate priest, who is either:

- The child's own Parish Priest (i.e. the Parish Priest of the Parish in which the child's family lives); or
- the Parish Priest of the Parish where the child's family fulfils its obligation (if different).

If the family fulfils its obligation at a church which does not have a Parish Priest, then the priest who is the equivalent of a Parish Priest is the appropriate priest (e.g. Administrator, Ethnic Chaplain etc.). If the family fulfils its obligation at more than one church, the appropriate priest is one of the above, who must take into account evidence from the other priest(s) concerned.

Particular Issues

New Parish Priests. New parish priests may need to liaise with their predecessor, where this is possible. Any assistant priests should be consulted, and in some cases it may be necessary to involve other senior members of the parish community.

Claimed Practice not Substantiated. Some priests find it particularly difficult when families insist that they practice, but this is not substantiated by the priest's own observation. In such cases it must be made clear that the onus is on the family to satisfy the priest's own mind that this is the case. The family may call upon evidence from other sources (e.g. priest of another parish which they visit regularly), but you should not issue the Certificate of Catholic Practice unless you are satisfied about the evidence presented to you.

Appendix 6 – Supplementary Information Form 2020 to 2021

Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form 2020 – 2021



Name and Address of School:

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent/Carer's name:	
Address (if different from above):	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			

Church where child was baptised and date of baptism: (baptism certificate required)	
Name and position of priest supplying Certificate of Catholic Practice (where appropriate)	

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that governors may withdraw any offer of a place even if the child has already started school.

Signed..... Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish in which they worship or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's application form online or on paper by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed:

Copy of baptism certificate (where necessary)

Certificate of Catholic Practice (where necessary)

Evidence of exceptional need (where necessary).

Have you completed your local authority's online application form?

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the schools Privacy Notice please look on the school website [[add link](#)] or contact the school for a hard copy.

Appendix 7 – Admissions Timetable 2018 to 2019

ADMISSIONS TIMETABLE 2018 – 2019

(For 2020 – 2021 admissions)

JUNE/JULY 2018	Discuss admission arrangements (Policy and SIF) for 2020-2021 with governing body or admissions committee, deciding on any amendments. If governors decide to amend the arrangements please send amended draft policy and SIF to diocese this term. Book new governors on Admissions training for governors.
BY 30/09/18	Send draft 2020-2021 arrangements to Diocese for advice on compliance. On receipt of advice make any necessary amendments.
1/10/18-31/1/19	Statutory consultation for a minimum of 6 consecutive weeks on any substantial amendments (i.e. that may affect an applicant's ranking) made to policy or SIF. Send policy and SIF to LA telling them what the changes are and asking them to send them out for statutory consultation. If your LA does not offer this service contact Diocese for list of consultees. If you have not sent your admission arrangements out for consultation since 2013 then you must go out to consultation this year regardless of whether or not changes have been made.
BY 28/02/19	Update appeals arrangements for 2019-20 and put them on school website (NB. minimum time parents must be given to lodge appeals is 20 school days after receipt of refusal letter. Friday 5th April 2019 is suggested as final date for receipt of appeals for secondary schools and Friday 24 th May 2019 for primary schools.) Book members of admissions committee on Presenting Officers training.
JAN/FEB 2019	Take 2020-21 admission arrangements to full governing body meeting. Consider any representations made and determine arrangements. N.B. Deadline for determination and for sending determined arrangements to LA and Diocese is 28th February 2019.
BEFORE 15/03/19	Put determined arrangements on the school website in a prominent and easily accessible position.
APRIL/MAY 2019	Check LA website to ensure correct version of the admission arrangements is displayed.

For further information please contact maryryan@rcdow.org.uk

Appendix 8 – In Year Refusal Letter

In-Year refusal of place letter

[School headed paper]

[Date]

Dear [Parent]

Your Application to [school name]

Thank you for your recent application for a place at [school name].

Unfortunately governors have been unable to offer you a place for [child's name] on this occasion as [there are currently no spaces in Year x]

OR

[there were insufficient places in Year [x] for all applicants and the oversubscription criteria were invoked at criterion [x].

The Local Authority has been informed that your application was unsuccessful and you should now contact the Authority for assistance in finding a school place.

If you would like your child's name to be placed on the waiting list for this school please complete the form below and return it to the Admin Officer at the school. Your child's name will not be placed on the waiting list unless this form is returned. All names will be removed from the list at the end of the school year (31st July 2020).

You have the right to appeal this decision to an independent appeals panel. If you wish to do this you should contact [Mrs n] at the school [contact details] and you will be provided with an appeals form on which you can set out your grounds for appeal. The completed form should be returned to the school within one month of the date of this letter.

Governors would like to wish you all the best in finding a school place for your child.

Yours sincerely

Chair of Governors

.....

Please place my child's nameon the waiting list for a place in Year.....

Signed

Dated

Contact phone number

Appendix 9 – Appeals Application Form 2019 to 2020

APPEALS APPLICATION FORM
[Name of School] Catholic Primary School
For entry September 2019 – July 2020

Please complete this form and return it to the School by Friday 24th May 2019

Surname of child

First name(s)

Date of Birth

Parent's Surname

Parent's first name(s)

Relationship to child

Home Address

Telephone No(s).

Present School:

Do you need an interpreter? Yes [] No []

Please let us know if there are any special arrangements that we need to make

APPEAL AGAINST REFUSAL OF ADMISSION

(to be completed by the Parent/Carer)

Parent/Carer's Statement

It will help you and the appeals panel if you can state clearly the basis for your appeal. Most appeals fall into one or more of the following categories:

- **The Governing Body did not properly apply its policy** []
- **My child has been discriminated against** []
- **The school is not full** []
- **There are special reasons concerning my child** []

(Tick whichever apply)

I wish to appeal against the decision not to offer my child a place at [Name of School] because:-

[illegible]

Signature of parent/carer_____

Note for governors: The items in square brackets are for the school to substitute its own information.

Appendix 10 – Examples of Admissions Policies 2020 to 2021

[NAME OF SCHOOL] CATHOLIC PRIMARY SCHOOL

(Admissions Policy for Primary/Infant/Junior schools using the Certificate of Catholic Practice)

ADMISSIONS POLICY 2020 - 2021

[Name of school] Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and **[instrument of government]/[articles of association]** and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, 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 families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at [30] children for the school year which begins in September 2020. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2019 and 31st August 2020.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

Pupils with an Education, Health & Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). 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 this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of [*Name of parish*] (see notes 6, 7, & 13);
3. Other baptised Catholic children with a Certificate of Catholic Practice;
4. Other baptised Catholic children (see note 6);
5. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
6. Children of catechumens and members of an Eastern Christian Church (see notes 8&9);
7. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need ***of the child***, which can only be met at this school.
- ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

Application in previous years

For the past [***three years/five years***] the governing body has been unable to offer places to any applicants beyond oversubscription criterion [**4**]. Whilst the school welcomes applications from all categories, it is usually oversubscribed with Catholic candidates.

Tie break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA). [***Insert appropriate wording from local authority definition.***] If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

Application Procedure for entry in September 2020 – July 2021

To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority (paper forms are also available on request.) If you are applying under criteria 2, 3, 4 or 6 you should also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15th January 2020**, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

You will be advised of the outcome of your application, on or about Monday 16th April 2020. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 22nd May 2020.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Reception Year Deferred Entry

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2021. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

Part-time attendance

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to *[Insert name and contact details of person to whom the request should be made]*. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any

professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related priority will be given. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2021 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

In-Year Applications

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting *[insert name and contact details]*. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. If a place cannot be offered at this time then you may ask us for the reasons, you will be informed of your right of appeal to an independent panel and your child will be placed on the waiting list.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Nursery Children

For children currently attending the school's nursery, application to the reception class of the school must be made in the normal way to the home local authority. Attendance at the nursery **does not** guarantee a place in Reception.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these explanatory notes form part of the oversubscription criteria)

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **A 'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.
3. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. **'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.
5. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.
6. **'Catholic'** means a member of a Church 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 full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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 law of the Church.
7. **'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 holydays of obligation for at least five years (or, in the case of the 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>

8. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.
9. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
10. **‘Brother’ or ‘Sister’** includes:
 - i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
 - ii. The child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
11. **A ‘Parent’** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
12. **‘Resident’** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
13. **Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2020-2021

[Name of school] CATHOLIC PRIMARY SCHOOL

Note for governors: The items in square brackets are for the school to substitute its own information.

(For Primary/Infant/Junior schools NOT using the Certificate of Catholic Practice)

ADMISSIONS POLICY 2020 - 2021

[Name of school] Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and **[instrument of government]/[articles of association]** and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, 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 families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at [30] children for the school year which begins in September 2020. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2019 and 31st August 2020.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

Pupils with an Education, Health & Care Plan (EHC) – (see note 1)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). 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 this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).

Oversubscription Criteria:

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
2. Baptised Catholic children, who are resident in the Parish of [*Name of parish*] (see note 6);
3. Other baptised Catholic children resident in the parishes of [*put names of parishes here*] (see note 6);
4. Other baptised Catholic children (see note 6);
5. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
6. Children of catechumens and members of an Eastern Christian Church (see notes 7);
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order:

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need ***of the child***, which can only be met at this school.
- ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

Application in previous years

Where the *past* **[three years/five years]** the governing body has been unable to offer places to any applicants beyond oversubscription criterion **[4]**. Whilst the school welcomes applications from all categories, it is usually oversubscribed with Catholic candidates.

Tie break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA). **[Insert appropriate wording from local authority definition.]** In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

Tie break

Where

Application Procedure for 2020 – 2021

To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority (paper forms are also available on request.) If you are applying under criteria 2, 3, 4 or 6 you should also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15th January 2020**, the Governing Body will be obliged to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

You will be advised of the outcome of your application, on or about Monday 16th April 2020. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 22nd May 2020.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Reception Year Deferred Entry

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable.

Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2021. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

Part-time attendance

Where may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to *[Insert name and contact details of person to whom the request should be made]*. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related priority will be given. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2021 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

In-Year Applications

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting *[insert name and contact details]*. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. If a place cannot be offered at this time then you may ask us for the reasons, you will be informed of your right of appeal to an independent panel and your child will be placed on the waiting list.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school

year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Nursery Children

For children currently attending the school's nursery, application to the reception class of the school must be made in the normal way to the home local authority. Attendance at the nursery **does not** guarantee a place in Reception.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these explanatory notes form part of the oversubscription criteria)

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **A 'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.
3. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. **'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.
5. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.
6. **'Catholic'** means a member of a Church 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 full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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 law of the Church.

7. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.
8. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
9. **‘Brother or Sister’** includes:
 - iii. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
 - iv. The child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. **A ‘Parent’** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
11. **‘Resident’** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
12. **Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2020-2021

Secondary – Priority to practising Catholics

Note for governors: The items in square brackets are for the school to substitute its own information.

***[Insert name of school] Catholic High School
Admission Arrangements 2020– 2021***

[Name of school] Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and *[Instrument of Government/Articles of Association]* and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, 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 families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not a Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal

admissions round (excluding admission to Year 12). The published admission number (PAN) for the school is [xxx] children. The Governing Body has sole responsibility for admissions to this school and intends to admit [xxx] children to Year 7 in September 2020 and [a minimum of xx external pupils to Year 12].

Admission to the Sixth Form (Year 12)

The school operates a sixth form for a total of [xxx] pupils. All of the school's existing Year 11 pupils who meet the entry requirements can transfer into Year 12. Additional external pupils will be admitted until Year 12 meets its capacity of [xxx].

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum entry requirements for the sixth form. These are *[that pupils will have achieved at least 48 points from their best 8 GCSE subjects, to include English Language and Mathematics with a minimum of 6 points each.]* In addition to the sixth form's minimum entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Where there is a space in Year 13, the school will admit pupils up to the admission number using the oversubscription criteria below.

Pupils with an Education, Health and Care Plan (EHC) (see note 1)

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. The admission of children with an EHC Plan will reduce the number of places available.

Oversubscription Criteria:

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

1. Catholic "looked after" children and previously "looked after" Catholic children (see notes 2-5)
2. Baptised Catholic children with a Certificate of Catholic Practice [who are resident in the parish(es) of] (see notes 6&7)
3. Other baptised Catholic children (see note 6).

4. Other “looked after” children and previously “looked after” children (see notes 2-5).
5. Catechumens (see note 8) and baptised children of Eastern/Orthodox Christian Churches (see note 9).
6. Any other children.

Within each of the categories listed above, these provisions will be applied in the following order:

i. Exceptional Need

The governors will give top priority in any category to children whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Governing Body will require compelling written evidence at the time of application, from an appropriate professional e.g. doctor, priest or social worker.

ii. Siblings

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

Tie Break

Priority will be given to children living nearest to the school, measured in a straight line from the child’s home address point to the school address point using a computerised mapping system. [Insert appropriate wording from LA definition] In the case of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the LA’s computer system. 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 is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

Current Admissions Information

Last year [the school was heavily oversubscribed] we received [xxx] applications for [xxx] places. All applicants in category 1 [x] and category 2 [xx] were offered a place, along with [xx in category 3] in accordance with the distance criteria set out in our tie-breaker. The governing body was unable to offer places in category 4 or to any applicants beyond category 4 ([xx] applicants).

Application Procedure

To apply for a place at this school in the normal admissions round you **must** [excluding admission to Year 12] complete your local authority’s online admissions form (formerly called the CAF), which is available on the website of the local authority in which the family is resident. The admissions form must

be completed by 31st October 2019. In addition, applicants applying under criteria 2, 3, or 5 should complete **[Name of school's] Supplementary Information Form (SIF)** which is supplied in the application pack. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to *[name and contact details]* by the 31st October 2019. If you do not complete the online admissions form and submit the SIF by 31st October 2019, your child will not be placed in categories 2, 3 or 5 and it is very unlikely that your child will get a place at the school.

Late applications: will be considered after the initial allocation process has been completed.

[Please insert details of the admission procedure and timetable for admission to Year 12 where this differs from that set out above, including details of where and to whom an application should be returned to.]

You will be advised of the outcome of your application on 1st March 2020 [insert date for Year 12 applicants where different] or the next working day by the local authority on our behalf and the information will also be available on line. You should indicate your acceptance of the place as soon as possible.

Appeals: Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place (unless your child gained a place at a school you ranked higher). Reasons will be given and you will have the right to appeal to an independent appeals panel.

Waiting Lists: Unsuccessful applicants will be offered the opportunity to be placed on a waiting list, ranked according to the published criteria and **not** in the order in which applications are received. Places will be offered as and when vacancies occur. The waiting list will remain open until Friday 24th July 2021. If you wish your child's name to stay on the waiting list beyond that date you must apply to the school in writing before that date. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

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.**

In Year Admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting *[give name and contact details]*. 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 above. If a place cannot be offered at this time then you will be placed on the waiting list. You will be advised of the outcome of your application in writing and you will have the right to appeal to an independent appeals panel.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing

body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

Children educated out of chronological age group

Application may be made for a child to be educated out of his/her age group e.g. a 12 year old being admitted to Year 7, a 17 year old to Year 12 or any child admitted in-year to the year below or above their chronological age group. The applicant should write to the Chair of Governors before the time of application requesting that the child be admitted out of his/her chronological age group. If governors agree to the request then the application should be made in the normal way. If the request is not granted then, if a place is offered it will be for the child's normal age group.

Sixth Form

Current pupils do not need to make an application as it is presumed that they will require a 6th Form place should they meet the academic entry qualifications [minimum 48 points over 8 GCSEs, including English Language and Maths at grade 6.] The governors propose to admit a minimum of [xx] external applicants annually to its sixth form should they have gained the required academic entry qualifications. The courses available and the minimum academic requirements are published annually by the school. The school welcomes applications to the Sixth Form from boys and girls from other institutions. Applications must be made on the Sixth Form Application Form, available from the school, and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's ability, aptitude and educational needs.

Applicants will be required as a general rule to have achieved at least [GCSE grade 6] in any subject (or associated subject) which they intend to study in the Sixth Form, but conditional places may be offered in particular subjects with higher requirements. Preference will always be given to Catholic applicants. Please see the Sixth Form brochure for further information.

NOTES (these notes form part of the oversubscription criteria)

1. 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 educational provision required for a child.
2. A **'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.
3. **'Adopted'**. For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/ guardian can give proof of legal adoption.
4. **'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 prior to the granting of the order qualify under this category.

5. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.
6. **'Catholic'** means a member of a Church 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 full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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 law of the Church.
7. **'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 holydays of obligation for at least five years (or, in the case of the 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>
8. **Catechumen** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.
9. **Eastern/Orthodox Christian Church** is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
10. **'Brother' or 'Sister'** includes:
 - i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
 - ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
11. **'Residential address'** Residence is defined as where the child lives for more than 50% of the school week.

12. A 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
13. **Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2020-2021.

[Insert name of school] Catholic High School

Note for governors: The items in square brackets are for the school to substitute its own information.

*(For Secondary schools **NOT** using the Certificate of Catholic Practice)*

Admission Arrangements 2020– 2021

[Name of school] Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and [Instrument of Government/Articles of Association] and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, 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 families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not a Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admissions round (excluding admission to Year 12). The published admission number (PAN) for the school is [xxx] children. The Governing Body has sole responsibility for admissions to this school and intends to admit [xxx] children to Year 7 in September 2020 and a minimum of [xx] external pupils to Year 12.

Admission to the Sixth Form (Year 12)

The school operates a sixth form for a total of [xxx] pupils. All of the school's existing Year 11 pupils who meet the entry requirements can transfer into Year 12. Additional external pupils will be admitted until Year 12 meets its capacity of [xxx].

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum entry requirements for the sixth form. These are *[that pupils will have achieved at least 48 points over their best 8 GCSEs, including English Language and Mathematics at grade 6.]* In addition to the sixth form's minimum entry requirements pupils will need to satisfy minimum entrance

requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Where there is a space in Year 13, the school will admit pupils up to the admission number using the oversubscription criteria below.

Pupils with an Education, Health and Care Plan (EHC) (see note 1)

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. The admission of children with an EHC Plan will reduce the number of places available.

Oversubscription Criteria:

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

1. Catholic "looked after" children and previously "looked after" Catholic children (see Notes 2-5)
2. Baptised Catholic children [who are resident in the parish(es)/deanery of] (see notes 6&12)
3. Other baptised Catholic children (see note 6).
4. Other "looked after" children and previously "looked after" children (see notes 2-5).
5. Catechumens (see note 7) and baptised members of Orthodox/Eastern Christian Churches (see note 8).
6. Any other children.

Within each of the categories listed above, these provisions will be applied in the following order:

i. Exceptional Need

The governors will give top priority in any category to children whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Governing Body will require compelling written evidence at the time of application, from an appropriate professional e.g. doctor, priest or social worker.

ii. Siblings

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

Tie Break

Priority will be given to children living nearest to the school, measured in a straight line from the child's home address point to the school address point using a computerised mapping system. *[Insert appropriate wording from LA definition]* In the case of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the LA's computer system. 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 is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

Current Admissions Information

Last year [the school was heavily oversubscribed] we received [xxx] applications for [xxx] places. All applicants in category 1 [x] and category 2 [xx] were offered a place, along with [xx in category 3] in accordance with the distance criteria set out in our tie-breaker. The governing body was unable to offer places in category 4 or to any applicants beyond category 4 ([xx] applicants).

Application Procedure:

To apply for a place at this school in the normal admissions round you **must** [excluding admission to Year 12] complete your local authority's online admissions form (formerly called the CAF), which is available on the website of the local authority in which the family is resident. The admissions form must be completed by 31st October 2019. In addition, applicants applying under criteria 2, 3, or 5 should complete **[Name of school's] Supplementary Information Form (SIF)** which is supplied in the application pack. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to *[name and contact details]* by the 31st October 2019. If you do not complete the online admissions form and submit the SIF by 31st October 2019, your child will not be placed in categories 2, 3 or 5 and it is very unlikely that your child will get a place at the school.

Late applications will be considered after the initial allocation process has been completed.

[Please insert details of the admission procedure and timetable for admission to Year 12 where this differs from that set out above, including details of where and to whom an application should be returned to.]

You will be advised of the outcome of your application on 1st March 2020 [insert date for Year 12 applicants where different] or the next working day by the local authority on our behalf and the information will also be available on line. You should indicate your acceptance of the place as soon as possible.

Appeals

Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place (unless your child gained a place at a school you ranked higher). Reasons will be given and you will have the right to appeal to an independent appeals panel.

Waiting Lists

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list, ranked according to the published criteria and **not** in the order in which applications are received. Places will be offered as and when vacancies occur. The waiting list will remain open until Friday 24th July 2021. If you wish your child's name to stay on the waiting list beyond that date you must apply to the school in writing before that date. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

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.**

In Year Admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting *[give name and contact details]*. 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 above. If a place cannot be offered at this time then you will be placed on the waiting list. You will be advised of the outcome of your application in writing and you will have the right to appeals to an independent appeals panel.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

Children educated out of chronological age group

Application may be made for a child to be educated out of his/her age group e.g. a 12 year old being admitted to Year 7, a 17 year old to Year 12 or any child admitted in-year to the year below or above

their chronological age group. The applicant should write to the Chair of Governors before the time of application requesting that the child be admitted out of his\her chronological age group. If governors agree to the request then the application should be made in the normal way. If the request is not granted then, if a place is offered, it will be for the child's normal age group.

Sixth Form

Current pupils do not need to make an application as it is presumed that they will require a 6th Form place should they meet the academic entry qualifications [48 points over the best 8 GCSE subjects to include English Language and Maths at grade 6 minimum]. The governors propose to admit a minimum of [xx] external applicants annually to its sixth form should they have gained the required academic entry qualifications. The courses available and the minimum academic requirements are published annually by the school. The school welcomes applications to the Sixth Form from boys and girls from other institutions. Applications must be made on the Sixth Form Application Form, available from the school, and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's ability, aptitude and educational needs.

Applicants will be required as a general rule to have achieved at least [GCSE grade 6] in any subject (or associated subject) which they intend to study in the Sixth Form, but conditional places may be offered in particular subjects with higher requirements. Preference will always be given to Catholic applicants. Please see the Sixth Form brochure for further information.

NOTES *(these explanatory notes form part of the oversubscription criteria)*

1. 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 educational provision required for a child.
2. A **'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.
3. **'Adopted'**. For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/ guardian can give proof of legal adoption.
4. **'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 prior to the granting of the order qualify under this category.
5. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.
6. **'Catholic'** means a member of a Church 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 full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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 law of the Church.

7. **Catechumen** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.
8. **Orthodox/Eastern Christian Church** is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
9. **'Brother' or 'Sister'** includes:
 - i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
 - ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. **'Residential address'** Residence is defined as where the child lives for more than 50% of the school week.
11. **A 'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
12. **Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2020-2021.