***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)

1. Baptised Catholic children with a Certificate of Catholic Practice [who are resident in the parish(es) of] (see notes 6&7)
2. Other baptised Catholic children (see note 6).

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

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

1. **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.

1. **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:
11. 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
12. 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.
13. **‘Residential address’** Residence is defined as where the child lives for more than 50% of the school week.
14. **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**.**
15. **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.

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