

# ST EDMUND'S CATHOLIC SCHOOL

Voluntary Aided



## ADMISSION POLICY 2018/2019

### The School Mission Statement

I can do all things with the help of God who strengthens me.

Philippians (4:13)

St Edmund's is a Catholic Voluntary Aided School open to boys and girls aged 11 to 16 of all abilities.

The School was established by the Catholic people of Portsmouth to provide a Christian education for their children within the discipline and tradition of the Catholic Church.

The fundamental aim of the School today is to present a clear Christian philosophy and way of life, providing opportunities in which Christian values may develop. We ask all parents applying for a place at St Edmund's Catholic School to respect our Catholic ethos and its importance to the School community.

This does not affect the right of parents who are not of the faith of this School to apply for and be considered for a place here.

Pupils will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the academic year commencing September 2018 is 189. Should there be more applications than places available, places will be offered according to the policy overleaf.

**In addition to the common application form parents/carers are asked to complete a separate Supplementary Information Form if applying under categories 1 - 10 as set out overleaf. The additional information on this form assists governors in placing applications in the correct oversubscription category.**

**If no Supplementary Information Form is submitted Governors can only rank the application on the basis of the information contained in the common application form.**

The Local Authority (LA) has an "In Year Fair Access Protocol" which prioritises admissions for certain categories of secondary school age children.

This applies to all admissions throughout the year for all year groups.

The protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit over their published admission limit.

**St Edmund's is in the Trusteeship of the Portsmouth Catholic Diocese and is maintained by Portsmouth City Council.**



## ADMISSIONS POLICY 2018/2019

Should there be more applicants than places available based on the evidence provided with each application, the Governors will use the criteria for admission to place every applicant in one of the categories listed below. The order of the categories listed below determines the order of priority for admission. Applicants who qualify for more than one category will be placed in the highest one in which they appear.

Admission categories:

1. Baptised Catholic looked-after children and previously looked after children
2. Baptised Catholic children
3. Other looked-after children and previously looked after children
4. Children being prepared to be received into the Catholic Church (RCIA)
5. Children whose parent(s) are baptised Catholic
6. Children attending Portsmouth Cluster Catholic Schools at the time of the application
7. Children who have a sibling(s) at the School at the intended time of entry
8. Children who are members of Eastern Orthodox Churches
9. Children from families who are members of other Christian churches
10. Children of staff employed at the school
11. Other applicants

### **Tiebreakers: Oversubscription within the above criteria.**

Should there be more applicants than places available in any of the above criteria, priority will be given in order of:

#### **Category 2:**

- (i) Baptised Catholic children
- (ii) Distance
- (iii) Random allocation

#### **All other categories:**

- (i) Distance
- (ii) Random allocation

### **Procedures**

The Governors follow an equal preference policy for admissions printed in the LA Admissions Booklet. This means that should there be more applications than places available, all applications to this school will be considered on an equal preference basis against the category order set out above.

The ranking of preferences given on the common application form will only be taken into account by the LA when more than one school can offer a place. The LA admissions booklet contains all the details regarding the application process.

The Governors will consider late applications after those applying by the closing date in accordance with the timetable published by the LA.

A waiting list will be established, which will lapse at the end of each term - however, for Year 6 transfer the waiting list will lapse on 31/12/18. The waiting list is operated according to the criteria of the Admission policy.

## Notes:

- (i) Children with a statement of Education, Health & Care Plan which names St Edmund's are admitted to the School.
- (ii) **Category 2: Baptised Catholic Children** - a baptised member of a church which is in communion with the See of Rome or a person received into the Catholic Church.
- (iii) **Children attending Portsmouth Cluster Catholic Schools** at the time of the application.
- (iv) **Distance** will be measured in a straight line from the home address to the school using the City Council's digital mapping software, the Geographical Information System (G.I.S). The Local Land and Property Gazetteer (L.L.P.G) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the L.L.P.G, with Ordnance Survey's Address-Point product used as support. Those living closer to the school will receive the higher priority.

A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/Carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

- (v) **Children residing within a split family.** Parents must nominate one of their addresses as the child's address for the application if the child spends part of the week with each parent. This must be the address of a parent not another family member.

Address checks will be carried out and we may require further evidence. In the event of a dispute, residence will be determined by the LA on the information that it holds and/or where the child benefit is paid.

- (vi) **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). The Admissions Committee at St Edmund's Catholic School will make their decision on the circumstances of each case and in the best interest of the child concerned. This will include taking into account of the parental views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. The account and views of the Headteacher will also be taken into consideration. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admission outside of the chronological year group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

- (vii) Random allocation - in the event of the distance between two children's homes and the school being the same and there is only one place left to be allocated, the place will be allocated by lottery and witnessed by an independent observer, normally a representative of the Local Authority.

- (viii) Proof of residence (Child Benefit address) (e.g. utilities bill) may be requested for all categories.

## Evidence Required with the Completed Application Form

Category 1, 2 & 8	Child's baptismal certificate to be submitted, Letter/Certificate of reception into the Catholic church and Supplementary Information Form to be completed.
Category 4 -	Certificate of enrolment on RCIA programme and Supplementary Information Form to be completed.
Category 5 -	Parent(s) baptismal certificate and Supplementary Information Form to be completed.
Category 6, 7, 9 & 10	Supplementary Information Form to be completed.

## Terminology

<b>Catholic</b>	- A Catholic is a baptised member of a church which is in communion with the See of Rome or a person received into the Catholic Church.
<b>RCIA</b>	- Someone who is undergoing preparation for baptism into the Catholic Church RCIA: Rite of Christian Initiation of Adults
<b>Looked after and previously looked after children</b>	- Baptised Catholic Children and/or non Catholic children who are registered as being in the care of the local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption, child arrangements or special guardianship order in accordance with Section 22 of the Children Act 1989(a) and as amended by the Children & Families Act 2014 and in accordance with Section 14A of the Children Act 1989.
<b>Members of Eastern Orthodox churches</b>	these churches are not in communion with the See of Rome. A full list of Orthodox and other non Catholic Churches is available on the school website or by request.
<b>Sibling</b>	- sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom a school place is sought is living in the same family unit at the same address as that sibling.
<b>Other Christian churches</b>	- Churches which are full members Churches Together in England. A full list of member churches can be found on the school website or <a href="http://www.cte.org.uk">www.cte.org.uk</a> or by request. 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 principal has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to the Scriptures and is committed to working in the spirit of the above.
<b>Children of staff employed at the school</b>	- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and or, the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
<b>CAF</b>	- Common application form.

**In-Year applications** – parents need to contact the Admissions Secretary at the School and complete a In-Year application and Supplementary information form. If successful the School will contact the parents with details of a start date. If however, no places are available in the required year group, the Admissions Secretary will contact the parents in writing, informing them of their available options.

Information, Application and supplementary information forms are available on the School website.

### **Secondary Transfer September 2018 Admissions.**

The completed Common Application Form (paper or online form), Supplementary Information Form and Certificate of Practise/Baptism Certificate or other relevant evidence required should be returned by the National Closing Date – 31st October 2017. Details are sent to parents directly by the Local Authority.

The Supplementary Information form if completed, can be returned with the Common Application form. However, this can be submitted after the National Closing Date up to Friday 25th November 2017.

**Late applications** – applications received by the closing date will be considered first. Late applications will only be considered after applications that were received on time have been considered and allocated places. Late applications will continue to be administered as part of the normal admission roundup until the date specified by the Local Authority.

**Allocation** – the Local Authority Admissions Service will post letters or Email parents on Allocation day, by the date specified by the Local Authority.

**Acceptance/Refusal** – the form issued by the Local Authority Admission service must be completed and returned by the date specified in your allocation email/letter.

**Waiting list** – all parents whose child has been unsuccessful in gaining a place at the School will be informed by the LA of their option to write to the Admissions Secretary to place the child's name on the waiting list. Letters must be received by the date specified in your allocation email/letter.

**Withdrawing applications** – the parents must contact the Local Authority Admission Service if they wish to withdraw their child's application.

The Governing Body reserves the right to withdraw any school place offered if it is reasonably established that false or misleading information has been used to gain a place at the school, even if the child has started.

Enquiries for September 2018 Admission contact the Local Authority Admissions Service on : **023 9268 8008**

**Email: [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)**

Enquiries for In Year Applications contact the Admissions Secretary at the School on 02392 823766 xt 231

Fax: 02392 871874 or email [nwhite@saintedmunds.org.uk](mailto:nwhite@saintedmunds.org.uk)

The Supplementary Information Form must be completed by parents before it is taken to the priest, minister etc to be signed.

### **APPEALS PROCEDURE**

In accordance with the 1998 Education Act as amended by the 2002 Education Act, parents have the right to appeal against the Governors' refusal to admit their child/children, and should write to the Admissions Secretary at St Edmund's Catholic School requesting an Appeal Form within 20 days from receipt of the refusal letter.

For September 2018 Admission, requests for appeal must be received by 31st March 2018 to be heard during the summer term.

The completed Appeal Form should be returned to the  
**Local Authority Admissions Department**  
by the date shown on the form.

The Appeal's Panel is entirely independent of the Governors and of the Local Authority.

Download Application form:

**[www.saintedmunds.org.uk](http://www.saintedmunds.org.uk)**  
<http://www.portsmouth.gov.uk/schooladmissions>