

CORPUS CHRISTI HIGH SCHOOL ADMISSIONS POLICY

INTRODUCTION: This Policy refers to admissions in September 2019 to Corpus Christi High School which is a voluntary-aided school founded by the Archdiocese of Cardiff. The Governing Body has sole responsibility for admissions to the School and must admit pupils to the school's admission number which is 186.

Key Principles

Only the governing body may admit and no representation made by any person including a governor, staff member, clergy or anyone elected to or employed by the local authority can be regarded as an indication of offer or promise of a place. Only a written offer from the governing body can be accepted as an admission offer.

The School Standards and Framework Act 1998 gives parents the right to express a preference as to which school their children attend. Admissions to the School will be made in accordance with parental choice subject to available places. When there are more than 186 applicants, admissions will be made in accordance with the order of priority in the over-subscription criteria and the procedure listed below.

This policy has regard and follows the Welsh Government Admissions Code 005/2013.

ADMISSIONS CRITERIA

Catchment Area

Designated Parishes

Christ the King
Holy Family
St Teilo with Our Lady of Lourdes
St Brigid and St Paul
St Joseph
St Peter
St Philip Evans
St Clare's (but ONLY that part which is north of the railway line and north and west of Western Avenue)

Designated Catholic Primary Schools

Christ the King
Holy Family
St Bernadette
St Joseph
St Peter
St Philip Evans

The detail of external boundaries is shown on a map held at the school and copies of the relevant section may be obtained on request.

The order in which parishes and schools appear has no significance.

Oversubscription Criteria Order of Priority

Children will be admitted in accordance with the following priority. Qualification within a category is determined at the time the application is considered by the governors or, in the event of an appeal, at the date of the appeal determination. If the governors are unable to admit all applicants within a particular category, priority will be given to those residing closest to the school measured by Cardiff Council using the method set out in the *Cardiff Council School Admissions Policy 2019/20 [para 7.8 Proximity]*.

A child with a statement of additional learning needs naming Corpus Christi as the designated school will be admitted.

For categories 1; 3; 4; 5; 6 and 7 the applicant must be a Baptised Catholic.

1 Looked after or previously looked after Baptised Catholic children.

- 2 Looked after or previously looked after non-Catholic children.
- 3 Baptised Catholic children (a) residing in the catchment area **and**
(b) attending a designated Catholic Primary School.
- 4 Baptised Catholic brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.
- 5 Baptised Catholic children (a) residing in the catchment area **and**
(b) attending a non-designated Catholic Primary School.
- 6 Baptised Catholic children residing in the catchment area.
- 7 Other Baptised Catholic children.

For categories 2, 8, 9, 10,11,12,13, 14 and 15 a child is not required to be a Baptised Catholic.

- 8 Children (a) residing in the catchment area **and**
(b) attending a designated Catholic Primary School.
- 9 Brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.
- 10 Children (a) residing in the catchment area **and**
(b) attending a non-designated Catholic Primary School.
- 11 Children residing in the catchment area who can demonstrate with a letter of support from a minister or person in authority, that particularly in the previous year, they have actively engaged in supporting a Christian denomination.
- 12 Children residing in the catchment area who can demonstrate with a letter of support by a person in authority, that particularly in the previous year, they have actively engaged in supporting a non-Christian faith.
- 13 Other children residing in the catchment area.
- 14 Other children.
- 15 The governors may admit any child without regard to the above criteria (but not so as to give priority over any applicant in category 1) whose application shows exceptional medical reasons. Evidence in statement form supported with any documents such as a medical report or letter in support from a doctor or other health or social services professional must be supplied with the application. The application shall explain why Corpus Christi is most suitable and describe the difficulties if required to attend a different school. [code 2.39].

Brothers and sisters include children with at least one common parent [including adopted children]. Children of multiple births will all be admitted to a single year if one can be offered a place.

Proof that a child is Baptised Catholic is required with every application. A copy of the baptismal certificate is proof [and required unless not available for good reason when other evidence must be submitted].

Proof of the residential address of the child at the time of application is also required.

Waiting List

All applicants who have not been admitted will have their application, whenever made during the relevant year, retained on a waiting list until the 30th September following receipt of the application. Applicants will be placed in order on the list according to the over subscription priorities of the Admissions Policy. If a place becomes

available it will be allocated to the applicant then highest on the waiting list unless a place has been offered to an applicant higher in the list but has not been accepted within the required period. Failure to respond for any reason will be treated as a rejection and the place will go to the next applicant on the list who accepts as required. After 30th September the waiting list will be abandoned and all applicants on the waiting list will be treated as not having applied and any future place which becomes available will be allocated to the next applicant for a place or, if more than one, by reference to the published criteria. Applicants must appreciate that the waiting list order of priority will alter as more applicants apply and circumstances change. If any applicant informs the governors in writing of any relevant material change of circumstances this will be considered by the governors and the position on the waiting list may be altered accordingly.

Further Procedures

1. The decision to offer a place to an applicant is entirely that of the governing body (subject to appeal).
2. The deadlines for the determination and communication of admissions have been decided after consultation with the Local Authority and in accordance with Welsh Government guidelines. The dates for 2019/20 are:

Admissions Information sent to parents/schools:	Week commencing Monday 24 September 2018
Closing date for receipt of preference forms:	Monday 19 November 2018
Notification of results to parents of applications to Voluntary Aided Schools:	Friday 1 March 2019
Closing date for receipt of statutory appeals:	Monday 18 March 2019

3. **For Year 7 applications in the normal admission round, two application forms** must be completed – a Local Authority (LA) form and a Corpus Christi High School form.
 - a. The LA application must be submitted via the Council's Online Application Service or by a completed preference form emailed to schooladmissions@cardiff.gov.uk or posted to School Admissions, Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW [refer to *Cardiff Council School Admission Booklet 2019/20*]
 - b. The Corpus Christi High School form must be submitted direct to the school. This application form can be obtained from Corpus Christi High School, the headteacher of a designated Catholic primary school or downloaded from the Corpus Christi High School website. Children at designated Catholic primary schools may submit this form through their headteacher in accordance with Archdiocesan practice.

For Year 7 applications outside the normal admission round and all other in-year applications, only the Corpus Christi High School form (para 3b above) is required.

4. Completed application forms **must** be received by the school and the LA on or before the specified date.
5. Information **must** be correct and accurate at the point of application. Default may result in a place offered being withdrawn in accordance with the Admissions code paras.3.40-3.41.
6. Applicants will be notified of the result of the application in writing by the governors on the date specified in paragraph 2 above. In the event of an application for admission being refused, the parent/carer has a right to exercise their right of appeal. Detail of the procedure will be given with every refusal and is also set out below. An applicant's name will remain on the waiting list notwithstanding an appeal.
7. LATE APPLICATIONS made in the normal admissions round will be considered with other in time applications only if a valid reason for delay in all the circumstances is given, otherwise only after all

applications made within time have been determined. Applications made outside the normal round for admissions will be considered and a decision notified in the soonest of 15 school days or 28 calendar days. All refusals may be appealed. [code 3.17].

Further Information

In September 2018, the standard admission number for entry into Year 7 is 186 and 417 pupils applied for admission. In September 2017, the standard admission number for entry into Year 7 was 186 and 343 pupils applied for admission. In September 2016, the standard admission number for entry into Year 7 was 186 and 245 pupils applied for admission. In September 2015, the standard admission number for entry into Year 7 was 186 and 234 applied for admission.

APPEALS PROCEDURE

- 1 A form of appeal, which can be obtained from the Clerk to the Governors, must be completed and received by the school 14 days (10 school days) after the notification of refusal.
- 2 An independent Appeals Panel will be convened as soon as is practicable to determine the appeal and in any event within 30 days.
- 3 The Appeals Panel will be composed of a minimum of three persons in accordance with Welsh Government (WG) requirements. Their independent decision will be binding on both the governors of the school and on the appellant.
- 4 The Appeals Panel will be provided with all previous correspondence but the appellant may also attend the hearing and speak to the panel in person.
- 5 The appellant will generally be given at least fourteen days' notice of the Appeals Hearing.
- 6 The Appeals Hearing will take the following format as recommended by the Welsh Government:

Stage 1

- (i) Representatives of the governing body of Corpus Christi High School will present the case for their decision not to admit the appellant's child.
- (ii) The appellant may question the representatives of the governing body.
- (iii) The Appeals Panel will then retire to decide whether admitting all appellants would prejudice the provision of efficient education and use of resources at the school. If they decide that all appellants can be admitted, proceedings will stop and appellants will be notified that their children will be admitted to the school. If the panel decide that admitting all appellants would cause prejudice, the Appeals Proceedings will move to Stage II.

Stage 2

Proceedings at this stage are not held in a group, as in Stage 1, but on an individual basis involving the Appeals Panel, the representatives of the governing body and the appellant (and a friend or representative if the appellant wishes). The purpose of this stage is for the Panel to judge whether the individual circumstances of the appellant's child should outweigh the prejudice which might arise to the school should more children be admitted. Proceedings will continue in the following order:

- (i) The appellant or his/her representative will put the case for the appeal.
- (ii) The representatives of the governing body may question the appellant.
- (iii) The representatives of the governing body may sum up.
- (iv) The appellant may sum up.

The Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

The Appeals Panel will make a decision on the appeal in private once it has heard the cases of all appellants. Appellants will be informed of their decision in writing, usually within a week.

- 7 Governors will not normally consider repeat applications for the same academic year unless there has been a change of circumstances relevant to the application.

March 2018