

# Cardinal Pole Catholic School



## Admissions Policy 2018-2019

As a Catholic school we aim to provide a Catholic education for all our students. 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 the families in the school. All applicants and candidates are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy the Applicant refers to you the parent/carer applying for the place and Candidate refers to the student for whom the application is being made.

The Governing Body has sole responsibility for applications to the school and intends to admit the Published Admission Number of 180 students to year 7 in 2018.

All candidates applying for a place will take the Cognitive Ability Tests (CAT3) designed by GL Assessments for the purpose of banding. The test is not an entrance examination that pupils pass or fail. It is a way of ensuring that the school admits children of all abilities. Children will be placed in one of four bands based on their score in the tests. The school may seek other evidence of the child's academic ability if (for acceptable reasons) the child is not able to take the test.

Candidates will be placed into one of four ability bands, A, B, C and D dependent on their CAT score. The boundaries of each band reflect the national range of abilities and are as follows:

<b>Band</b>	<b>CAT score</b>
Band A	Above 110
Band B	101-110
Band C	90-100
Band D	Below 90

Applications from candidates will be placed in four ability bands of equal size, i.e. four bands of 25% of applicants each. If in any band there are more applications than places available; or when the number of applicants exceeds the admission number, offers of places are made using the oversubscription criteria. If a band is undersubscribed, all children falling into that band group will be admitted and the places will be filled from the unallocated applicants from the next nearest band taking a child first from the higher band where this is oversubscribed. Parents seeking a place for their child outside the normal age range at transfer from Year 6 to year 7 or at any other time of the year (in-year admission), should read the guidance on out of normal age admissions in Hackney's Secondary School Booklet.

## **Application Procedure**

### **Supplementary Information Form (SIF)**

A Supplementary Information Form (SIF) should be completed by all those applying under criteria 2, 3, 5, 6 or 7. (Baptised Catholics, Catechumens and Christians).

The Certificate of Catholic Practice should be completed by all those applying under criterion 2. This 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.

A Common Application Form (CAF) must still be sent to your Local Authority, or completed on line. Both the CAF and the Supplementary Information Form (SIF) can be obtained from the School or from the local authority and should be available on the local authority website. The Certificate of Catholic Practice is available from the priest at the parish where the family normally worships and is also on the Westminster Diocese website. If you do not complete and return these forms by the closing date of: **Friday 27<sup>th</sup> October 2017** the Governing Body may be unable to consider your application fully and it is unlikely that your son/daughter will be offered a place at the School. Applications received after the closing date will be dealt with after the initial allocation process has been completed. Notification letters will be sent out by the LA on behalf of the governors on **March 1<sup>st</sup> 2018**

### **Oversubscription Criteria**

In light of the above the Governors will have regard to the following oversubscription criteria where there are more applications for places than the number of places available:

- 1.** Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
- 2.** A Catholic child with a Certificate of Catholic Practice.
- 3.** Other baptised Catholic applicants.
- 4.** Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
- 5.** Those preparing for the sacraments of Baptism and Holy Communion with the Catholic Church (Catechumens).
- 6.** Christian applicants who have a baptism certificate or a letter from their Minister showing they are a member of the Church.
- 7.** Other applicants whose application is supported by a letter from a religious leader confirming membership of the faith community.
- 8.** All other applicants

### **DEFINITIONS**

**\*'Parent' is the person or persons who have legal responsibility for the child. NOTES:**

#### **1. Looked After Children**

Has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**2. Adopted** means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.'

**3. Special Guardianship order** A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

#### **4. Catholic**

The term Catholic in the policy means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome.

**5. 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.

**6. Catechumen** means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens

#### **7. 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.

#### **8. Oversubscription**

Where the offer of places to all applicants in any of the above categories would exceed the number of places available, priority is given to those with a sibling attending the school at the time of admission, or in the case of siblings in Year 11, those who are expected to be in attendance at the time of admission. The term siblings include step and half-sisters/brothers. 'When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.'

#### **9. Distance Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places up to the admissions number (180) will be offered to those living nearest to the School. Distance is measured by the Learning Trust, in a straight line, calculated using a GIS computerised system that identifies the address using the geographical reference (the address at which the child resides for 50% or more of the school week) to the front gate of the School on Morning Lane. Where two or more students have equal priority for the one remaining place, the offer will be decided by random allocation i.e. drawing of lots.

**10. Christian Applicants** In order of preference this refers to baptised members of Christian denominations affiliated to 'Churches together in England (CTE)' and then to other Christian denominations.

#### **11. Social/Medical Needs**

The governors will increase to top priority an applicant within a category where compelling evidence is provided at the time of application of exceptional circumstance, or a medical or a pastoral need of the student which can only be met at this school. This evidence must consist of letters/reports from a parish priest, Headteacher, consultant or social worker.

#### **12. Pupils with an Education, Health and Care Plan (EHC)**

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. Pupils with EHC plans and looked after children are included in the banding allocations if there is a score or a teacher assessment available. In the absence of a score they will be added to Band D. Children with this school named in their EHC Plan will be admitted.

### **13. Fair Access**

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **14. Appeals and Waiting List**

Those students who are unsuccessful in obtaining a place have the right to appeal and information on how to appeal will be sent with the letter of refusal. The same process is applied to the Sixth Form. A waiting list will be maintained by the School for the academic year of admissions until July 2017. As vacancies arise pupils will be admitted from the list, in accordance with the oversubscription criteria above. It is important to note that because of this applications received after the allocation of places may take priority over those already on the waiting list.

### **15. In-Year Admissions**

In year applications are made directly to the school. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. 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, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children]. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal.

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and the Governors will inform parents whether or not a place is to be offered. In the case of Sixth Form admissions, applications will be considered outside the normal admission round where vacancies are available and the timing of the application, where a new academic year has begun, makes such an admission educationally viable.

### **Admission to the Sixth-Form**

The Sixth Form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the Sixth Form of the School for external applicants will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. The capacity of the Sixth form for 2018 will be 220.