



# ALL SAINTS RC SCHOOL, YORK

Diocese of Middlesbrough



## ADMISSIONS POLICY (SEPTEMBER 2018)

*'Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these'. (Matthew 19.14)*

### 1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

### 2. Aims

This policy establishes the principles by which students will be admitted into the school in the event there are more applicants than places. Children who have already been admitted to the school do not need to reapply at any time and will normally be able to progress automatically to the following year. All students are required to apply for a place in the Sixth Form.

### 3. Definitions

#### **Looked after child in Public Care**

A **looked after child** is a pupil who is in the care of a LA or provided with accommodation by that authority. (For more in depth definitions see sections 8, 14A and 22(1) of the Children Act 1989 and section 46 of the Adoption and Children Act 2002).

#### **Roman Catholic**

'Roman Catholic' means children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of the criteria 1-4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been formally received into the Roman Catholic Church. A certificate of baptism or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will evidence this.

#### **Catechumen**

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

#### **Brother and sister (sibling)**

Brother or sister includes half, adopted and step brothers or sisters, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling and is in attendance at the same school on the date of admission.

#### **Eligible parents**

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.

#### **Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

#### **4. Implementation**

The Admissions Policy Criteria will be applied on an Equal Preference basis.

##### **How and When to apply**

Applications must be made to the Local Authority online or on a 'School admissions application for Secondary School in September 2018' form. Parents applying to a Voluntary Aided Roman Catholic school should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Education Health and Care Plan** which names our school in their plan will be admitted to the school

##### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

##### **Oversubscription Criteria**

Where there are more applications for admission than the number of places available in any year group, places will be offered according to the following order of priority (The over-subscription criteria):

1. Roman Catholic "children looked after" (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address within 30 miles of the school.
3. Roman Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Roman Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted, or became subject to a residence or special guardianship order immediately following having been looked after.
6. Catechumens.
7. Children with a brother, sister or eligible parent at the school at the time of proposed enrolment.
8. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
9. All other applicants.

Where the offer of places to applicants in any of the categories would lead to over subscription within that category, applicants will be prioritised in the following order:

1. Children who have a brother or sister at the school at the time of proposed enrolment.
2. Children currently in receipt of Free School Meals or children who have been in receipt of Free School Meals in the last six years.
3. Children with one or more parents that are in the armed services.
4. Those with the shortest safe walking route from their home to school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

##### **Waiting List**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

All Saints RC School subscribes to the City of York's independent appeals procedure and an appeal against any decision taken under this policy will be referred through that process.

#### **5. Monitoring, Evaluation And Review**

The Governing Body will review this policy every year and assess its effectiveness and implementation

#### **6. Availability**

This policy, and its advisory Notes for Guidance, will be included in the Staff handbook. Copies will also be available, if required, from the Head Teacher's secretary and the school website.

<b>Person Responsible:</b>	<i>Deputy Headteacher</i>
<b>Reviewed by:</b>	<i>Governors' Admissions Committee</i>
<b>Last Review Academic Year:</b>	<i>Jan 2017</i>
<b>Adopted by Governing Body</b>	<i>Mar 2017</i>
<b>Next Review Academic Year:</b>	<i>Jan 2018</i>



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**Admissions Policy, notes for guidance**

*“Blessed are those who have discovered wisdom, those who have acquired understanding”. (Proverbs 3.13)*

The governing body is responsible for admissions to this school, not the Local Authority.

The total number of children in each year group may not normally exceed the following:

- Year 7 178
- Year 8 178
- Year 9 178
- Year 10 193
- Year 11 193

Once a child has been admitted into the school, they do not need to reapply at any time and will automatically progress through to year 11. Progression to the 6<sup>th</sup> form is not automatic and all students must apply.

**How and when to apply for entry to Year 7**

***There are two forms to be completed:***

**Form 1** You must complete the Common Application Form issued by your child’s primary school Local Authority and return it to that Local Authority by the deadline they specify. For applicants within the City of York area this is 31<sup>st</sup> October during the child’s year 6.

In addition, for children who want to be admitted to All Saints on a faith basis, you must also complete:

**Form 2** Parents applying to All Saints, a Voluntary Aided Roman Catholic school should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category.

All forms must be returned by **31<sup>st</sup> October** in the year preceding admission. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

## **Admission of a child outside their normal age group into Year 7**

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. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at school in that year.**

Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

## **Definition of Baptised children of other Christian denominations whose baptism is recognised by the Roman Catholic Church, Churches Together in England**

See

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

## **Notification of Outcome**

Parents will be advised of the outcome of their applications according to LA timetable.

## **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. Parents or carers must inform the school in writing if they wish their child to join this list. The waiting list will close at the end of December (Autumn Term) of the year of entry for the Year 7 intake. For all other intakes, names will remain on the list until the end of term in which the application is made, after which time reapplication to remain on the list must be made.

## **Application Procedure for Year 10**

Those pupils already attending All Saints will automatically transfer from Year 9 to Year 10 in September and do not need to apply for a place. Because All Saints RC School operates on a split site and the upper site is larger, 15 more children who are not already All Saints' pupils can be accommodated in each of years 10 and 11.

To apply for a place in Year 10 for September admission:

1. Parent/carers of children not already at All Saints must complete an Application Form available from the school. This form must be returned to the school by the **30<sup>th</sup> November** preceding the September of admission. You must also notify the LA in which you live of your request for a change of school.
2. Parent/carers will be advised of the outcome of their application by the **30<sup>th</sup> January** in the year of admission.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the admissions policy.

### **Applications for Years 8, 9, 11**

Application should be made on forms obtained from the school. No applications will be accepted more than 12 months before the proposed date of entry. Decisions on applications for all entries to the school for September will be made by Governors, usually prior to the end of February. Applications for entry at other times will only be considered at the discretion of Governors.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the policy.

### **Applications for Years 12 and 13 – the Sixth Form**

Please refer to separate 6th form Admissions Policy for applications to the 6<sup>th</sup> form.

### **Applications for entry mid-year**

This category will normally only be available to people relocating into the area and could not reasonably apply within the normal timescales. Applications for entry to any year group falling within this category will only be considered if there is space in the year group and will be at the sole discretion of Governors.

Parents/Carers already living in the area but not applying within the above timescales will be considered only at the discretion of the Governors.

### **Appeals**

All Saints RC School subscribes to the City of York's independent appeals procedure and any decision made under the admissions policy can be appealed using that process. Details are available upon request from the LA or the school.

### **Fraudulent Applications**

At the sole discretion of Governors, where they are of the opinion that an offer of a place has been made on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the school to a student with a stronger claim, the offer of a place will be withdrawn.



**ALL SAINTS RC SCHOOL, YORK**  
**Diocese of Middlesbrough**  
**YEAR 7 ENTRY FOR SEPTEMBER 2018**  
**APPLICATION FORM**

Please return this form by 31 October 2017 for the attention of Mr M Flanagan (Deputy Headteacher) at All Saints RC School.

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Chosen Name: \_\_\_\_\_

Gender (M/F): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Home Information:**

Address: \_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_

Post Code : \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

Mobile Number : \_\_\_\_\_ Email Address: \_\_\_\_\_

FSM within last six years? YES or NO (Please circle)

Parent(s) armed services? YES or NO (Please circle)

Names of brothers/sisters already at All Saints \_\_\_\_\_

Name that correspondence should be sent to: \_\_\_\_\_ Parent/Guardian)

Name of Present School \_\_\_\_\_ Tel Number: \_\_\_\_\_

**Religion details (if Catholic please give):**

Date of Baptism: \_\_\_\_\_ Priest: \_\_\_\_\_ Parish: \_\_\_\_\_

Year of First Holy Communion : \_\_\_\_\_ Parish: \_\_\_\_\_

Parish in which you live: \_\_\_\_\_

Church normally attended, if different from above: \_\_\_\_\_

Name of Parish Priest: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**A copy of the Baptismal Certificate for each Catholic student must be attached. (This Application Form for Catholics cannot be considered by the Governors without this certificate).**

**If not Catholic but attend another church please give:**

Name of Church & Address \_\_\_\_\_

Name of Minister: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Please attach a photocopy of the Baptism Certificate if applicable; together with a supporting letter from the Minister of Religion stating that the family attend church; and a parental letter declaring support for the Catholic Ethos and purpose of the school.**

I would like my child to be considered for admission to All Saints' RC School.

Signed : \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_



Compassion



Trust



Respect



Forgiveness



Justice



Service



Generosity



Humility



Witness