

## ANNEX F



### ALL SAINTS RC SCHOOL, YORK Diocese of Middlesbrough



## ADMISSIONS POLICY

*'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 children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of governance, 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' has the same meaning as in Section 22 of the Children Act 1989. In broad terms this means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
- 'Catholic' means a member of a Church in communion with the See of Rome including the Eastern Catholic Churches. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this.
- 'Catechumen' means a member of the catechumenate of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.
- 'Eastern Christian Church' is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- 'Brother and sister' includes half and step brothers or sisters.

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- To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- Distances will be measured using the LA's GIS system from the home front door via the shortest, safest walking route to the school.

### 4. Implementation

This policy applies to admissions to all years in the school, including the sixth form.

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. 'Looked after' children from Catholic families.
2. Baptised Roman Catholic children attending a Catholic primary school.
3. Other baptised Roman Catholics.
4. Other 'looked after' children.
5. Catechumens and members of an Eastern Catholic Church.
6. Children with a brother or sister at the school at the time of proposed enrolment
7. Children attending a Catholic Primary school.
8. Christians of other denominations whose application is supported by a letter from a minister of religion or other religious leader and the parents.
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. At the discretion of the governors: where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school.
3. Those with the shortest safe walking route from their home to school.

Governors will operate a waiting list system for those children who are initially unsuccessful in their application and ask for their name to be placed upon it.

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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

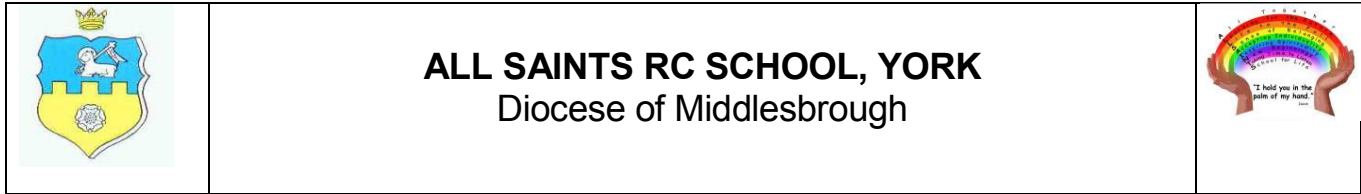
The Governing Body will review this policy every two years and assess its effectiveness and implementation

### 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 (admissions)</i>	<i>Headteacher</i>
<b>Reviewed by:</b>	<i>Governors' Committee</i>	<i>Admissions</i>
<b>Last Reviewed:</b>	<i>Jan 2011</i>	
<b>Adopted by Governing Body:</b>	<i>March 2011</i>	
<b>Next Review:</b>	<i>March 2013</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

Year 12 the school will admit at least 35 additional students in Year 11.

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. However, eligible All Saints Year 11 students will progress automatically to the All Saints Sixth Form.

### **Application Procedure for 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:

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**Form 2** This is an Application Form specifically for All Saints. In this you will provide the extra information needed to establish which priority category you fall into. This form is available via the School Brochure or directly from the School. In order to be placed in the most appropriate category from 1-8 you **MUST** provide any additional relevant evidence, such as a baptismal certificate, **WITH** the application form. If you do not do so you will be prioritised into the relevant lower category.

This form together with any relevant additional information must be submitted to the school **before 31<sup>st</sup> December** in the year preceding admission. Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

### **Notification of Outcome**

Parents will be advised of the outcome of their applications on **1<sup>st</sup> March** in the year of admission. Unsuccessful applicants will be given the reasons they were unsuccessful which will relate to the oversubscription criteria listed in the policy.

Parents and Carers, who will be moving into the area and apply for a place at the school before 31<sup>st</sup> December, will be included in the allocation.

### **Waiting Lists**

The school will operate a waiting list for those children who are not allocated a place. Parents or carers must inform the school in writing if they wish their child to join this list. The waiting list will be ranked according to oversubscription criteria stated in the Admissions Policy. The waiting list will close at the end of December 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:

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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 **31<sup>st</sup> December** 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 **30th 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**

Students must complete the application form available from the school and submit the form prior to 31<sup>st</sup> January in the year of admission. Conditional offers will be sent out by the school by the end of April and the place confirmed or refused after publication of the GCSE results during August. At the discretion of Governors, applications with a valid reason for being late will be considered up to the end of the second week in the Autumn term.

Entry onto courses is not automatic and they may specify academic or other criteria that must be fulfilled for admission.

Exceptionally, if the Governors consider there is space available on a particular course, children can be admitted to the sixth form in excess of the admissions number specified above.

Please see the relevant Application Pack for specific course requirements.

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### **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 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.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the Pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Conduct.

### **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.