



ADMISSIONS POLICY FOR Blessed Robert Sutton Catholic Sports College

This policy will operate from September 2010. It will apply to all admissions for the year 2011-2012 and for subsequent years until further notice.

This school serves the Catholic families of Burton on Trent, including Birmingham Diocese and surrounding area. Our first responsibility therefore is to the children of Catholic families in this area and these children must have priority in gaining a place at the school. Additionally, we also welcome applications from other Christian denominations and all parents and carers, regardless of faith or background who would like their children to be educated in a Christian environment. As Catholic schools we are mindful of the mission of the Church to welcome those who are disadvantaged or marginalised. In particular, we continue to welcome children of families from other countries who have made their home here subject to places being available.

Our school is under the trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan family of schools. It is founded by and is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. We ask all parents applying for a place to respect this 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.

The Governing Body is the Admissions Authority for the school and places can only be offered by the Governing Body. Staffordshire Local Authority co-ordinates the admissions process. We are committed to providing a place for every Catholic child attending our linked primary schools.

In order to provide a system for the allocation of places, which takes into account the requirements of the Governing Body, a set of oversubscription criteria have been drawn up and agreed with the local admissions authorities and lodged with the Diocesan Education Service. The responsibility clearly stated in the opening paragraph will mean that the criteria for admission to the school will give priority to baptised Catholic children and other applications will only be considered if there are places available.

In drawing the criteria the Governing Body has used the following principles:

- the responsibility to serve the appropriate Catholic population as part of the Diocesan provision;
- a desire to keep families together;
- a desire to ensure continuity of education;
- a responsibility to the wider community;
- a desire to serve the general population

ARRANGEMENTS FOR ADMISSION

The School's Admission Number is 124.

Application Procedure

To apply to the school all parents must fill in a Common Application Form (preference form) for **their** LA giving up to three preferences in rank order. These are passed to Staffordshire LA who coordinates admissions for Robert Sutton.

These can be completed for those in Staffordshire LA:

- by post (School Admissions and Transport Service, Children and Lifelong Learning Directorate, Tipping Street, Stafford, ST16 2DH)
- online on the Staffordshire website (<http://www.staffordshire.gov.uk/education/Admissions/>)
- by phone 01785 278593

For Other LA's (at time of writing) contact

Derbyshire County Council

Admissions and Appeals Team
St Helena's Centre
Sheffield Road
Chesterfield
S41 7LU
Tel: 01629 537479
Fax: 01246 221326
admissions@derbyshire.gov.uk

Leicestershire County Council

Allocations Section (Room 144)
Access and Welfare Service
Education Department
County Hall
Glenfield, Leicester LE3 8RF
Tel: 0116 265 6592
Fax: 0116 265 6330
mlowe@leics.gov.uk

In addition, a Supplementary Admission Form will be issued to be completed by the closing date. This form can be obtained by telephoning the school on 01283 749450, by visiting the school or by writing to:-

Admissions
Blessed Robert Sutton Catholic Sports College
Bluestone Lane
Stapenhill
Burton on Trent
DE15 9SD

Late applications for places in Year 7 will only be accepted in very exceptional circumstances. Please consult the Local Authority Booklet for more details.

Applying For A Secondary School Place

YOUR APPLICATION - DOCUMENTS REQUIRED

Common Application Form: All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form. **This form should also be used for applications to the school from neighbouring authorities. (See above)**

The Supplementary Form and Supporting Evidence

In addition all applicants should complete the Supplementary Form which should be returned to the school with the common application form by the same closing date.

Parents or carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate
- If the child has been received into the Catholic church, written verification, signed by a Catholic priest and stamped with the parish stamp.
- If the child is enrolled on a course of preparation leading to baptism, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

If the required documents are not provided, the child might be ranked in a lower admissions category.

Waiting Lists – Annual Round (Year 7)

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places.

Inclusion on a school's waiting list does not mean that a place will eventually become available.

ADMISSION APPEALS

Following allocations, parents / carers may appeal if they are not allocated a place for their child at their preferred school. Requests for appeals must be made in writing and addressed to the Clerk to Governors at the relevant school. Appeals must be received by the Clerk to the Governors no later than fifteen working days (three weeks) after allocation day or, in the case of 'In Year' applications, fifteen working days after the date of the refusal letter. The Catholic Schools Appeals Service arranges all appeals on behalf of the governing body. Appeals will be heard by an independent panel and the final decision of the panel is binding on all parties.

IN YEAR APPLICATIONS

An *in year* application means any application other than from Year 6 to Y7.

Applications during the School Year

From September 2010, applications for places in any year group, made during the school year, must be made to the Local Authority. Details of the application process will be available from schools and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place.

If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Details of waiting lists will be provided on request. Inclusion in a school's waiting list does not mean that a place will eventually become available.

Places will be offered in writing. Offers not taken up within 10 working days may be withdrawn. In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within three weeks (15 working days) after the date of your refusal letter.

Where requests are made, for transfer from another local school, not as a result of moving into the area, these admissions will take place, in line with Staffordshire's Fair Access Protocol, through the East Staffs Inclusion panel as a result of a successful managed move where a pupil attends for a trial period while remaining on their current school's roll. Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Admissions may be made without such conditions in exceptional circumstances e.g. for pupils in local authority care, special educational need or for extreme cases where a pupils welfare is at risk and the move is requested by their current school.

YOUR APPLICATION – HOW PLACES ARE ALLOCATED

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application Form and the Supplementary Admission Form, the Governing Body draws up a ranked list using the oversubscription criteria listed below. The Authority then allocates places on behalf of each Governing Body up to the admissions number.

On the National Offer date, Staffordshire Children and Lifelong Learning Directorate will write to all Staffordshire parents making a single offer of a school place. Children resident in the neighbouring LA's within the coordinated scheme who have made preferences for schools within Staffordshire will be notified the outcome of their request by their home LA.

An Admission Form (Acceptance) will be sent to all pupils to gather final details such as emergency contacts etc. by which parents can indicate that they accept the offer of a place at the school.

A place will be withdrawn by the Governors if the decision to offer a place is found to be based on fraudulent or deliberately misleading information.

THESE ARE THE OVERSUBSCRIPTION CRITERIA

Linked Primary Schools are:-

- St Charles – Measham
- St Edward's – Swadlincote
- Holy Rosary – Winshill
- St Modwen's – Burton on Trent

Pupils with statements of special needs whose statement names the school will be admitted. This will reduce the number of places available.

Places will be allowed within a category in the listed order of criteria.

Category A – Pupils in the care of a local authority

Category B – Baptised Catholic Pupils

- B1. Pupils who attend one of the linked primary schools
- B2. Pupils with brothers or sisters at the school at the time of admission
- B3. Other Catholic pupils.

Category C - Pupils belonging to other Christian churches including Eastern Orthodox Churches

- C1. Pupils who attend one of the linked primary schools
- C2. Pupils with brothers or sisters at the school at the time of admission
- C3. Other Christian pupils.

Christian churches are those churches and denominations which belong to Churches Together in England and Wales. (See definition). Note Baptism or dedication certificates will be required.

Category D – Other pupils

- D1. Pupils who attend one of the linked primary schools
- D2. Pupils with brothers or sisters at the school at the time of admission
- D3. Other pupils.

If a **tie breaker** is needed in any of the above categories or their criteria, allocation of places will be decided on a distance basis. This means that places will be allocated first to children whose home address is nearest to the school using the same method of measurement as used locally by the Local Authority. The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The shortest straight line distance is calculated using Ordnance Survey (OS) route data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

Application for Twins and Multiple Birth Children

In cases where there is one remaining place available and the next child on the waiting list is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admissions number.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

DEFINITIONS

Note 1 - Definition of Brothers, Sisters

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a. have one or both natural parents in common
- or b. are related by a parent's marriage
- or c. are adopted or fostered.

Note 2 - Definition of Catholic

1. A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome (Pope Benedict xvi) or his successor. Advice available from Diocesan Education Service (tel: 01332 293833).
2. A child baptised in another Christian denomination who has been received into full communion within the Roman Catholic church.

Note 3 - Definition of Child in Public Care (Looked after)

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 (b) at the time application for his / her admission is made and who the Local Authority can confirm, will still be looked after at the time when he / she is admitted to school.

Note 4 – Churches Together in England

(See www.churches-together.org.uk for further details on membership)

- Antiochian Orthodox Church
- The Baptist Union
- Cherubim and Seraphim Council of Churches
- Church of England
- Church of God Prophecy
- Church of Scotland (Presbytery of England)
- Congregational Federation
- Coptic Orthodox
- Council of African and Caribbean Churches
- Council of Oriental Orthodox Churches
- Ichthus Christian Fellowship
- Independent Methodist Church
- International Ministerial Council of Great Britain
- Joint Council for Anglo-Caribbean Churches
- Lutheran Council of Great Britain
- Mar Thoma Church
- Methodist Church
- Moravian Church
- New Testament Assembly
- New Testament Church of God
- Oecumenical Patriarchate
- Redeemed Christian Church of God
- Religious Society of Friends
- Roman Catholic Church
- Russian Orthodox Church
- Salvation Army
- Seventh Day Adventist Church (Observer)
- Transatlantic Pacific Alliance of Churches
- United Reform Church
- Wesleyan Holiness Church

Admissions to the Sixth Form

Blessed Robert Sutton shares sixth form facilities and applications should be made to the Stapenhill Post 16 Centre. A prospectus can be obtained from the school and a prospectus and application information obtained from the Centre (tel: 01283 239791).

There will be no formal admission process for those students already on roll, however, students will signal their intent to progress into the Sixth form by completing an application form available in the prospectus pack and via school. This allows pupils to receive advice and guidance on appropriate courses and their entry requirements. The same entry requirements and application process applies to external applications which are made to the joint Stapenhill Sixth Form centre.

Entry to courses at each level will normally be dependent upon applicants having gained or demonstrated the ability to gain qualifications at previous levels, e.g.:

For level 3: Level 2 achievement equivalent to at least 5 GCSEs at A* - C with B grade minimum in subjects (or equivalent) studied at Level 3. In addition a grade C or above at GCSE is required in either English or Math's

Course levels are determined by the government's Qualifications and Curriculum Authority.

In the event of a tie applicants will be ranked according to their average points score at GCSE, the highest being preferred.

Children in local authority care will be admitted in preference to other external candidates.

The capacity of Robert Sutton at the Sixth Form is anticipated to be 84, with an admission number for external candidates of 9.