

**LEICESTER CITY AND LEICESTERSHIRE CATHOLIC
SECONDARY SCHOOLS
DETERMINED ADMISSIONS POLICY
ENGLISH MARTYRS' CATHOLIC SCHOOL**

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

There are four Catholic Secondary Schools serving the Catholic communities of Leicester City and Leicestershire and parts of nearby counties. Places are also available for students from other backgrounds whose parents wish them to be educated in a Catholic environment.

<p>De Lisle Catholic Science College Thorpe Hill, Loughborough LE11 4SQ 01509 268739 www.delisle.leics.sch.uk Trustees: The Diocese of Nottingham Local Authority : Leicestershire Places available : 220 Linked Primary Schools : Bishop Ellis Thurmaston Holy Cross Whitwick Sacred Heart Loughborough St Mary's Loughborough St Clare's Coalville St Francis Melton Mowbray St Winefride's Shepshed</p>	<p>English Martyrs' Catholic School Anstey Lane, Leicester LE4 0JF 0116 242 8880 www.emschool.co.uk Trustees : The Diocese of Nottingham Local Authority : Leicester City Places available : 180 Linked Primary Schools Bishop Ellis Thurmaston Christ the King Leicester Holy Cross Leicester St Patrick's Leicester St Peter's Earl Shilton (pupils living in Narborough, Enderby, Littlethorpe, Whetstone, Glen Parva and Cosby)</p>
<p>St Martin's Catholic School Stoke Golding Nuneaton, Warwickshire CV13 6HT Years 7 to 9 01455 212386 www.st-martins.leics.sch.uk Trustees : The Dominican Sisters Local Authority : Leicestershire Places available : 116 Linked Primary Schools St Peter's Hinkley St Peter's Earl Shilton</p>	<p>St Paul's Catholic School Spencefield Lane, Leicester LE5 6HN 0116 241 4057 www.st-pauls.leicester.sch.uk Trustees : The Diocese of Nottingham Local Authority : Leicester City Places available : 180 Linked Primary schools Sacred Heart Leicester St Joseph's Leicester St Thomas More Leicester St John Fisher Wigston St Joseph's Market Harborough English Martyrs Oakham (Rutland)</p>

Parents should also refer to the relevant local authority booklet for further information about the schools and the admissions process. Information on secondary transfer within each local authority is distributed annually to all Year 6 pupils in primary schools. If you require information about a school in a different local authority, you should contact the local authority or your child's school.

If you require help in making your choice of school or with the admissions process in general your local authority can give you information about a Choice Adviser who will be able to support you. Alternatively, your primary Headteacher can help. General advice about Catholic schools can also be obtained from the Nottingham Diocese Education Service (01332 293833)

Local Authority - - Contact Details

<p>Leicester City www.leicester.gov.uk Marlborough House 38 Welford Road Leicester LE2 7AA Tel : 0116 2211616 Email : school.admissions@leicester.gov.uk</p>	<p>Leicestershire www.leics.gov.uk County Hall Glenfield Leicester LE3 8RL Tel : 0116 305 6684 Email : admissions@leics.gov.uk</p>
<p>Parents whose home address is outside these areas should use the form provided by their home authority.</p>	

ABOUT THE SCHOOL

These schools belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek 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 these schools to apply for and to be considered for places. We ask all parents and carers applying for a place to respect this ethos and its importance to the school community.

The four schools serve the Catholic families of Leicestershire and Leicester City and neighbouring areas. Their first responsibility therefore is to the children of Catholic families in these areas and those children must have priority in gaining places. Additionally, governors welcome applications from all parents and carers, regardless of faith or background who would like children to be educated in a Catholic environment. 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 in Leicestershire and the Diocese of Nottingham.

The Governing Body of each school is the Admissions Authority. Places will only be offered by the Governing Body. The Local Authority co-ordinates the admissions process on behalf of the Governing Body.

This admissions policy including the oversubscription criteria, has been determined by each governing body, following consultation with the relevant trustees, other admission authorities, local authorities and other interested bodies. All admission arrangements conform to the requirements of the School Admissions Code 2007.

In determining the criteria the Governing Bodies have 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;

ARRANGEMENTS FOR ADMISSION OF YEAR 7 STUDENTS

HOW AND WHEN TO APPLY

All applications must be made on the appropriate Local Authority Application form. This is the legal application form. In Leicester City and Leicestershire forms are normally distributed to parents of Year 6 pupils in their primary schools. Applications can be also made online.

You should also complete a Supplementary Form for **each** Catholic school named in your preferences. You may also be asked to include supporting documents (see table below). The information on the Supplementary Form will enable governors to place applications in the correct category. Supplementary Forms are normally available from primary schools or from the relevant secondary schools, they should be returned to the relevant Catholic School.

All forms should be returned by the stated closing date. Late applications can only be accepted in extreme circumstances.

HOW PLACES ARE ALLOCATED

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body of the school. Using the information on the Common Application Form and the Supplementary Form, the Governing Body draws up a ranked list using the oversubscription criteria listed below. The Authority then allocates places on behalf of the Governing Body up to the planned admission number. Where places cannot be allocated at the first preference school, the Local Authority will allocate places at the next preferred school which has places. Governors will withdraw the offer of a place at any time up to the date of admission if they find that applicants have given fraudulent information.

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, the both twins (or all the siblings in case of multiple births) will be admitted even if the means that the admissions number will be exceeded.

FAIR ACCESS PROTOCOLS

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.

WAITING LISTS

Parents whose children have not been offered their preferred school will be informed of their right of appeal, should places become available after the date of notification they will be allocated according to the original ranking of places as established through the oversubscription criteria. At the beginning of the autumn term applications will be treated as 'In Year Applications' with waiting list being established if necessary as indicated below.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's 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.

IN YEAR APPLICATIONS

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.

Supplementary forms will only be available from the School you are applying for, and must be returned to the school with all relevant documents.

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 only be offered a place if there are very exceptional circumstances and if the Community decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Schools may maintain waiting lists for in year applications. Details will be provided on request. Inclusion on a school's waiting list does not mean that a place will eventually become available.

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.

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 for Admissions 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 bodies of the four schools. Appeals will be heard by an independent panel and the final decision of the panel is binding on all parties.

**ENGLISH MARTYRS' CATHOLIC SCHOOL
OVERSUBSCRIPTION CRITERIA**

DOCUMENTS REQUIRED

ALL APPLICANTS MUST COMPLETE THE LOCAL AUTHORITY APPLICATION FORM – the form can be completed on line – this must be returned to the Local Authority.

In addition, if you are applying because of your faith, documents in this table will enable Governors to place your application in the correct category. If you have difficulty in supplying any of the documents, please seek advice from your Priest or Minister or from the Diocesan Education Service (01332 293833)

Catholic Pupils	<ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate
Pupils baptised in another denomination who have been received into the Catholic church	<ul style="list-style-type: none"> • Supplementary Form • Written verification that the child has been received into the Catholic church signed and stamped by a Catholic priest
Pupils belonging to other Christian denominations which are members of Churches Together in England and Wales	<ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate OR • Dedication Certificate • OR written verification that the child is a member of the named church signed and stamped by a minister of religion
Pupils belonging to other recognised world faiths (Hindu, Judaism, Islam, Sikhism)	<ul style="list-style-type: none"> • Supplementary Form • Written verification of faith membership signed and stamped by a religious leader
Pupils not included in any of the above	<ul style="list-style-type: none"> • No documents required

All applications will be placed in a ranked list. If there are more applications than places, the Governing Body of each school will allocate places in the order of the categories listed

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

Category A : Catholic pupils in the care of a local authority

Category B : Catholic Pupils

1. Pupils with brothers and sisters at the school at the proposed time of admission.
2. Pupils who attend one of the linked primary schools
3. Other Catholic pupils

Category C : Pupils in the care of the local authority who are not Catholic

Category D: Pupils belonging to other Christian Denominations which are members of the 'Churches Together in England and Wales'

1. Pupils with brothers and sisters at the school at the proposed time of admission
2. Pupils who attend one of the linked primary schools
3. Other Christian pupils

Category E : Pupils belonging to other Christian Denominations

1. Pupils with brothers and sisters at the school at the proposed time of admission
2. Pupils who attend one of the linked primary schools who belong to other Christian denominations
3. Other Christian pupils

Category F : Pupils who are members of other recognised major world Religions

1. Pupils who attend one of the linked primary schools
2. Other Christian pupils

Category G : Other Pupils not included above or for whom there is no Supplementary Form or supporting documents

1. Pupils who attend one of the linked primary schools
2. Other pupils

If a tie-breaker is needed in any of the above categories, 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 shortest route distance from home to school as provided by the Local Authority.

ENGLISH MARTYRS' CATHOLIC SCHOOL
SIXTH FORM ARRANGEMENTS

ENTRY CRITERIA

English Martyrs School Sixth Form offers Catholic Comprehensive education at Years 12 and 13. The Planned Admission Number (PAN) for each year is 120. Information, guidance and advice will be offered to all students in Year 11.

The School invites applications into Year 12 from students who have not previously studied at English Martyrs', and provides Information Advice and Guidance during Year 11. They can apply through LECAP on line applications forms.

Offers will be dependent on the student achieving the following minimum entry qualifications:

- For Level 3 courses students will be expected to have achieved at least 5 A*-C grades in GCSE (or hold the equivalent point score from other qualifications. These qualifications should be in different subjects.
- For Level 2 course students will be expected to have achieved at least 2 C grades in GCSE (or hold the equivalent point score from other qualifications).
- Students studying level 3 in Science and Mathematics courses will be required to have achieved a minimum of Grade B at GCSE in those subjects.
- Students studying Psychology will be required to have achieved a minimum of Grade B at GCSE Science.
- All students are expected to respect the School's ethos and take part in the Religious Education Programme
- All students are expected to be committed to a rigorous study programme

Students are advised where possible to commit to a two year study programme, providing their choice is appropriate to their abilities and career intentions.

Oversubscription for Sixth Form

The planned admission number for the Sixth Form is – 120 in Year 12 and Year 13.

If there are more applications than there are places, the governors will operate the oversubscription criteria above.

DEFINITIONS

Note 1 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 2 Definition of a Catholic

1. A child baptised in the Roman Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome (Pope Benedict XVI). Advice is available from the Diocesan Education Service.
2. A child baptised in another Christian denomination who has been received into full communion in the Roman Catholic Church.
3. A child who is enrolled into a recognised course of preparation leading to baptism (parishes are requested to keep appropriate records).

Note 3 Churches Together in England

Churches Together in England

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

The Baptist Union	Council of Oriental Orthodox Churches
British Antiochian Orthodox Church	Ichthus Christian Fellowship
Cherubim and Seraphim Council of Churches	Independent Methodist Churches
Joint Council for Anglo-Caribbean Churches	Roman Catholic Church
Church of God Prophecy	The Church of England
Church of Scotland (in England)	Wesleyan Holiness Church
Congregational Federation	Lutheran Council of Great Britain
Coptic Orthodox	The Methodist Church
	United Reform Church
	Council of African and Caribbean Churches

Note 4 Definition of Brothers, sisters (sometimes referred to as siblings)

Sibling - brothers and sisters (siblings 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 5 Major World Religions

Recognised major world religions being :

Islam, Buddhism, Judaism, Hinduism and Sikhism