

**Saint Benedict Catholic School
and Performing Arts College**

Admissions Policy 2011/2012

Saint Benedict Catholic School and Performing Arts College is a voluntary aided school. The governors are responsible for determining their admission arrangements. In doing so they have consulted all parties required by the code of practice.

The School Governing body is the admission authority for Saint Benedict Catholic School and Performing Arts College and has a responsibility, laid down by law; to maintain the Roman Catholic character of the school and their admission policy is agreed with this in mind. The admission process is co-ordinated by the Local Authority on behalf of the governing body, and the process is outlined in the 'Admissions Handbook – Secondary school'. www.derby.gov.uk

The school serves the Catholic population of the City of Derby and surrounding areas. It takes children from the parishes of:

All Saints, Ashbourne
Christ the King, Mackworth
Saint Ralph Sherwin, Chellaston
English Martyrs, Alvaston
Holy Family, Allestree
Our Lady of Lourdes, Mickleover
Our Lady of Mercy and Saint Philip Neri, Melbourne and other villages
Our Lady of Perpetual Succour, Belper
Our Lady and Saint Theresa, Wirksworth
Saint Alban's, Chaddesden
Saint George's, Normanton and Littleover
Saint Hugh's, Borrowash
Saint Joseph, Derby
Saint Joseph's, Ripley
Saint Mary's, Derby

and the Catholic primary schools of:

Saint Joseph's, Derby
Saint Mary's, Derby
Saint Elizabeth's, Belper
Saint Alban's, Chaddesden, Derby
Saint George's, Littleover, Derby
Saint John Fisher, Alvaston, Derby

Oversubscription Criteria

As a Catholic School our first priority in considering new pupils or students is those who are Catholic.

The Governors will comply with parental preference unless the school is oversubscribed. If oversubscribed, the following criteria will apply:

1. Catholic children in the care of a local authority – a baptism certificate or other **proof of baptism is required**
2. Catholic children from parishes and schools in the school's catchment area - a baptism certificate or other **proof of baptism is required**
3. Children with a visual or physical impairment to the number in the service level agreement with Derby City and Derbyshire Local Authorities
4. Catholic children from outside the school's normal catchment area – a baptism certificate or other **proof of baptism is required**
5. Other children who are in the care of a local authority
6. Brothers and sisters of Key Stage 3 and 4 children attending Saint Benedict Catholic School and Performing Arts College at the proposed date of admission , with siblings closest in age to the applicant at the time of admission having priority (Siblingship will not be recognized for pupils who in the first instance were admitted into years 12 or 13)
7. Practising Anglicans - **proof of baptism and clergy statement** is required. (Clergy statement forms can be obtained from Saint Benedict Catholic School and Performing Arts College if not enclosed)
8. Other Practising Christians - **proof of baptism and clergy statement is required** (Clergy statement forms can be obtained from Saint Benedict Catholic School and Performing Arts College if not enclosed) Christian churches are those churches and denominations which belong to Churches Together in England and Wales (See list below) In view of the special relationship between the Catholic Church and the Eastern Orthodox churches, priority will be given to children baptised in these faiths before those of other Christian denominations.
9. Children with aptitude in drama, music or dance (please refer to additional information required with application)
10. Other Practising Christians – **proof of baptism/dedication and clergy statement is required** (Clergy statement forms can be obtained from Saint Benedict Catholic School and Performing Arts College if not enclosed). Other practising Christians, who are members of a church, which does not belong to Churches together in England and Wales.
11. Anglicans who do not practise – **proof of baptism is required**
12. Christians who do not practise – **proof of baptism is required**
13. Other applicants

The proposed admission number is 245.

Children with statements of special educational needs where the school is named in the statement will be admitted. This will reduce the number of spaces available.

Discriminators

If discrimination (tie breaker) is required in any of the above criteria, the following will be used in order until places are filled:

- a) Preference will be given to applications within criterion 1,2,3 or 5 when criterion 6 also applies
- b) Children with aptitude in drama, music or dance. If necessary ranking will be by workshop assessment
- c) The attendance of the child at a Catholic primary school
- d) Distance: those furthest away (as measured by public highway) from another Catholic Secondary school will have preference

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). If there is no other way of separating the applications and if to admit both or all of the children would cause the legal limit to be exceeded, then the child (or children) who will be offered the place(s) will be randomly selected by drawing lots.

Additional information

Catholic parents are asked to provide a baptism certificate or other proof of baptism with their application. All other parents with children baptized in other faiths, must provide proof of baptism and a clergy statement of their commitment, to aid governors in placing their child in the correct criterion.

Referring to criterion 9. As a Specialist School we are allowed by law to select up to 10% based on our specialism. Judgement on aptitude will be made from any evidence provided by the parents, and from the pupil taking part in workshops in Performing Arts set by the school, designed to establish aptitude. This will lead to a rank order. There will be a maximum of 24 places available under this criterion depending on how many places are available after the other criteria have been applied. The assessor will have skills in the Performing Arts, and will have no family connection with any applicant. The assessors' judgement on aptitude is on the day, and is final.

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 admissions number will be exceeded.

Documentation

The common application form provided by the Local Authority asking for your preferences, must be completed and should be returned to your child's primary school or the Local Authority. Saint Benedict Catholic School and Performing Arts College governors also require a supplementary Admission Information form to be completed and returned to the Admissions Officer at the school. Derby City applicants should receive this form, from the local authority with the common application form. Applicants from other local authorities, should request a copy of the form from the Admissions Officer at the school. Forms will be made available at the six catholic partner primary schools. Without this form the school governors' admission panel are unable to apply their admission policy and place the applicant in the relevant criterion. If the governing body has made an allocation of a place on the basis of fraudulent or intentionally misleading information, that place will be withdrawn.

Definitions

Sibling

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

- Have one or both natural parents in common
- Are related by a parent's marriage
- Are adopted or fostered

Practicing

We would normally describe 'practicing' as regular attendance over at least 2 years, attending at least once a month. Attendance at church with a uniformed or similar organization is not normally considered to count as 'practicing' if this is the only activity.

Definition of a Catholic

A child baptized in the Roman Catholic Church or those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those baptized in one of the other rites of the Catholic Church whose members are in full communion with the Bishop of Rome.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptized into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognized programme of preparation.

Definition of a candidate for Reception

Candidates for reception into Full Communion with the Roman Catholic Church are already baptized in another Christian tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the church by regular participation in Sunday worship and a recognized programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

Definition of a 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 their admission is made and who the Local Authority can confirm, will still be looked after at the time when they are admitted to school.

Definition of place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Churches Together

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

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

Waiting List

The Local Authority will establish a waiting list. The list is rank ordered according to the published admission policy. Unsuccessful applicants will be automatically added to the waiting list. Applicants will normally be left on the waiting list for 3 full terms. They can remain longer at parents' request.

Appeals

If the applicant is unsuccessful, parents have the right to an independent appeal. All appeals must be requested within 2 weeks of the refusal letter and will be dealt with by the Nottingham Diocesan Education Service. Late appeals will only be considered in extreme circumstances, such as death, prolonged illness, etc. The appeal will be heard within 30 days of the closing date for parents lodging appeals.

The number of places for pupils of the normal age of entry to the school which were available at the start of the 2009/2010 school year was 245

The number of written applications for places from the start of the 2009/2010 year, or (as appropriate) preferences expressed for places at the school was 378.

In year admissions

For in year applications, a Common Application form is available from the Local Authority: This should be completed and returned to them directly. Saint Benedict Catholic School and Performing Arts College governors also require a supplementary Admission Information form to be completed and returned to the Admissions Officer at the school. Derby City applicants should receive this form, from the local authority with the common application form. Applicants from other local authorities, should request a copy of the form from the Admissions Officer at the school. Without this form the school governors' admissions panel are unable to apply their admission policy and place the applicant in the relevant criterion.

Admissions Department
Middleton House
27 St Mary's Gate
Derby
DE1 3NN
T: 01332 718885

If a place within the requested year group is available a place will be automatically offered by the Local Authority, on behalf of the Governors. If the year group is full, the application will be put to the next Governor's Admission Panel meeting. The governors will inform the parents of their decision in writing. Unsuccessful applicants will be placed

on the waiting list, in accordance with the over-subscription criteria. They also have the right to an independent appeal, as detailed above.

Fair Access

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.

6th Form

Applications to the 6th form must meet the minimum academic requirements for advertised courses. Thereafter, oversubscription criteria applies. Planned admission maximum numbers for Year 12 is 220.