

## Saint John Houghton Catholic School

### Admissions Policy for admission into school from September 2011 onwards (to be read together with the Oversubscription Criteria)

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. Saint John Houghton Catholic School is a Catholic 11 to 16 mixed secondary school offering a Christian education where prayer, worship and liturgy are integral parts of our daily life. The school is also a member of the Erewash 14-19 Partnership offering a wide range of post 16 educational opportunities.

Our school is under the trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocese 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. This does not affect the right of parents or carers who are not of the faith of this school to apply for and be considered for a place here. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

We aspire, as a school,

- to be recognised for the quality of care extended to all associated with us and to respect each person's dignity and uniqueness,
  - to make the faith life of the school inform and affect work in all curriculum areas
  - to be a **family**, embracing home and its parish, with an awareness of its responsibilities to both local and worldwide communities,
  - to establish a whole curriculum which will balance the highest academic standards with the life skills and critical awareness necessary to enable all students to reach their full potential and to respond to the needs of society
1. As a voluntary aided school the Governing Body is the admission authority and is responsible for all matters relating to admissions. The Local Authority (LA) co-ordinates the process of admissions on behalf of the Governing Body. Parents/carers should consult the Local Authority booklet "How to Apply for a Place at Secondary School – a Guide for Parents 2010-2011" which gives full details of the admissions process, including information on the admissions cycle. See also [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)
  2. Our school was built by the Catholic community and the church contributes towards its capital costs. Applications are invited from Catholic families, other Christian families and from families who seek a Catholic secondary education.
  3. The planned admission number is 120.
  4. Since the introduction of the new admission arrangements the school has received well over 250 applications each year for 120 places.
  5. The Governing Body will withdraw an offer of a place if the decision to admit was based on fraudulent or intentionally misleading information.
  6. Application forms will be distributed by the LA, through the primary schools, in the first week of the summer term.
  7. As a voluntary aided school the Governing Body will require further information and all applicants are required to complete the Supplementary Form, returnable to the Headteacher at the school by 31<sup>st</sup> October of the year prior to admission.
  8. **The Supplementary Form and Supporting Evidence:** In addition all applicants should complete the Supplementary Form which should be returned to the Headteacher. Parents/carers of Catholic

children should also supply the child's baptism certificate or written verification that the child has been received into the Catholic Church, 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.

9. Late applications for places in Year 7 will be processed in accordance with the LA admissions arrangements for late applicants.
10. The offer of a place will be sent by the LA, on behalf of the Governing Body, on National Offer Day (1<sup>st</sup> March).
11. **In Year Admissions:** Applications from Parents/carers made during the school year, outside the normal round should be made to the Local Authority. Application Forms can be obtained from the Local Authority or from the school. 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 Published Admission Number for the relevant year group has been reached, the Local Authority will refuse the place on behalf of the Governing Body and pass the applicant's details to the Governing Body who will place the child's name on the waiting list. 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.
12. All places offered are subject to the child starting at school within seven days of the starting date stated within the offer letter. Any place not taken up within seven days may be withdrawn and offered to another child. Governors reserve the right to extend the timescale of an offer if they consider there to be exceptional circumstances at the time.
13. If your child is not allocated a place, you have a statutory right to appeal. Appeal forms can be obtained from the Local Authority or from the school. Your appeal should be lodged within three weeks (15 working days) after the date of your refusal letter.
14. When a place has been offered, a letter will be sent by the school enclosing a home-school agreement form together with an acceptance form. These should be completed, signed by the parent and returned to the school.
15. 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 for the remainder of the academic year.
16. Should parents wish to appeal against the Governing Body's decision not to admit their child this should be done according to the instructions set out in the offer letter from the LA for entry into Year 7 in September or within three weeks (15 working days) of the date of the notification for entry at any other time. Appeals will be heard by an independent appeals panel convened by the Catholic Schools' Appeals Service.
17. The Governing Body operates a waiting list in the event of oversubscription. 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.
18. The Oversubscription Criteria will be used when applications exceed the number of places available.

## **Saint John Houghton Catholic School**

### **Oversubscription Criteria – Admission September 2011 onwards**

**Children with a statement of special educational needs which names the school will be admitted. This will reduce the number of places available.**

#### **Catchment area of Saint John Houghton Catholic School:**

- Parish of Our Lady of Good Counsel, Eastwood
- Parish of Our Lady and Saint Thomas of Hereford, Ilkeston
- Parish of Saint Francis of Assisi, Long Eaton in the County of Derbyshire
- Parish of Saint John the Evangelist, Stapleford

In each category those with brothers or sisters<sup>i</sup> at Saint John Houghton Catholic School at the time of the proposed admission will be given priority.

**Category 1&2: Baptised Catholic<sup>ii</sup> pupils in the care of a Local Authority<sup>iii</sup>.**

**Category 3&4: Baptised Catholic pupils residing in the parishes of:**

Our Lady of Good Counsel, Eastwood  
Our Lady and Saint Thomas of Hereford, Ilkeston  
Saint Francis of Assisi, Long Eaton  
Saint John the Evangelist, Stapleford

**who attend one of the family of schools:**

English Martyrs Catholic Primary School, Long Eaton  
Saint Thomas's Catholic Primary School, Ilkeston  
The Priory Catholic Primary School, Eastwood

**Category 5&6: Baptised Catholic pupils residing in the parishes in Category 2 above who do not attend one of the family of schools.**

**Category 7&8: Baptised Catholic pupils residing outside of the school's catchment area who attend one of the family of schools.**

**Category 9&10: Other pupils in the care of a Local Authority.**

**Category 11&12: Any pupils attending one of the family of schools**

**Category 13&14: Baptised Catholic pupils residing outside of the school's catchment area who do not attend one of the family of schools**

**Category 15&16: Pupils belonging to other Christian denominations which belong to Churches Together in England<sup>iv</sup>**

**Category 17&18: Any other pupil**

*If any of the above categories are oversubscribed, (after sibling priority), preference will be given to children who live nearest the school. The county council has a Geographic Information System (GIS) to measure the nearest available route. It is measured by a standard walking distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is again taken from the postal address file and will be the centre of the school. The distance will be measured by the local authority and that data will be supplied to the governors.*

*In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers (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 children above the planned admission number. 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.*

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<sup>i</sup> Definition of brother or sister: 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

<sup>ii</sup> Definition of Catholic:

- a. 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).
- b. A child baptised in another Christian denomination who has been received into full communion with the Roman Catholic church.
- c. A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism (verification from parish priest).

<sup>iii</sup> Definition of Looked After Child: 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.

<sup>iv</sup> Churches Together in England include the following:

The Baptist Union of Great Britain	Cherubim and Seraphim Council of Churches
Church of England	Church of Scotland Congregational Federation
Council of African and Afro-Caribbean Churches	Council of Oriental Orthodox Christian Churches
Free Churches' Council	Greek Orthodox Church
Independent Methodist Churches	Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain	Methodist Church
Moravian Church	New Testament Assembly
Religious Society of Friends	Roman Catholic Church
Russian Orthodox Church	Salvation Army
United Reformed Church	Wesleyan Holiness Church
Ichthus Christian Fellowship	