

**LEICESTER CITY AND LEICESTERSHIRE CATHOLIC SECONDARY
SCHOOLS**

ADMISSIONS POLICY

ST. PAUL'S CATHOLIC SCHOOL

This policy will operate from September 2010. It will apply to all admissions for the year 2010-2011 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 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) St Martin's Stoke Golding is also considered as a feeder school from Year 10</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</p>

	St Joseph's Market Harborough English Martyrs Oakham (Rutland)
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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 Y6 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 head teacher can help. General advice about Catholic schools can also be obtained from the Nottingham Diocese Education Service (01332 293833)

Local Authority - Contact Details

Leicester City www.leicester.gov.uk Marlborough House 38 Welford Road Leicester LE2 7AA Tel : 0116 252 7811 Email : school.admissions@leicester.gov.uk	Leicestershire www.leics.gov.uk County Hall Glenfield Leicester LE3 8RL Tel : 0116 305 6684 Email : admissions@leics.gov.uk
Parents whose home address is outside these areas should use the form provided by their home authority.	

About the Schools . . .

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. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or 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 these children must have priority in gaining places. Additionally, governors welcome applications from all parents and carers, regardless of faith or background who would like their 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. This should be returned to the Local Authority by the specified deadline.

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. This form should be returned to St Paul's by the same closing date as the Local Authority Application Form.

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

WAITING LISTS

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. Schools may maintain waiting lists after this date.

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.

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. 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.

Popular schools may maintain waiting lists for in year applications. Details will be provided on request. Inclusion in 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' below). 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 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.

OVERSUBSCRIPTION CRITERIA – ST PAUL'S CATHOLIC SCHOOL

DOCUMENTS REQUIRED:

All applicants must complete the Local Authority Application Form – the form can be completed online – 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. All documents named below should be returned to the school by the stated closing date on the Supplementary Form. 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• Or Certificate of First Holy
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	Communion
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"> • Supplementary Form

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 below.

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

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

Category B : Baptised 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 who will have brothers or sisters at the school at the proposed time of admission

1. Pupils who attend one of the linked primary schools who belong to other Christian denominations
2. Pupils who attend one of the linked primary schools
3. Other pupils

Category E : Pupils who attend one of the linked primary schools

1. Pupils who attend one of the linked primary schools belonging to other Christian denominations
2. Pupils who attend one of the linked primary schools of other major world faiths
3. Other pupils

Category F : Pupils who are members of other Christian denominations

Category G: Pupils who are members of other recognised major world faiths

Category H: Other pupils not included above or for whom there is no supplementary form or supporting documents

TIE BREAKERS

If any of the above categories are oversubscribed, priority will be given to the child living nearest the school. The governors will use the same method of measurement as used by the local authority i.e. the shortest distance measured in a straight line between the front door of the child's home address, (including flats), to the main entrance of the school, as measured by the LA., with those living closer receiving higher priority. This will in no way affect the rank order of priority of these criteria.

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 (e.g. 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.

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.

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.

SIXTH FORM ARRANGEMENTS

ENTRY CRITERIA

ADMISSIONS INTO THE SIXTH FORM

Applications should be made using the LeCap on line application form and the school's supplementary form where appropriate. Requests for admission will be considered according to the following order of priorities:

- a) young people currently students at St. Paul's
- b) baptised Catholics resident in the parishes served by the school
- c) young people from other Christian traditions and other faith traditions who are seeking a spiritual dimension for their education.
- d) Other young people where places remain available

The admissions limit for entry to year 12 will be 120.

In all cases places will only be offered where the applicant has the relevant qualification for the course of study on offer.

A separate Sixth Form prospectus is available in which detail of all courses can be found. This is also available on the 'Coursefinder' website.

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 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) Advice available from Diocesan Education Service.
2. A child baptised in another Christian denomination who has been received into full communion with the Catholic Church
3. A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism (parishes are requested to keep appropriate records).

Note 3 – Churches Together in England

(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

Note 4 Definition of brothers and sisters (SIBLINGS)

The governors use the same definition as that used by the Local Authority. SIBLINGS are considered to be those children who live at the same address (for the majority of the week) and either:

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

Note 5 - Place of Residence

The governors use the same definition as that used by the Local Authority.

Note 6 – Parents / Carers

The governors use the same definition as that used by the Local Authority.

Policy approved by Governors November 2009