

ADMISSIONS POLICY

2011-2012

St Thomas More Catholic School

Telephone: 01298 23167 E-mail: enquiries@st-thomasmore.derbyshire.sch.uk

Admission number: 80

This school is in the trusteeship of the Diocese of Nottingham and serves the Catholic families of Buxton, Chapel en le Frith, Whaley Bridge and New Mills. 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 all parents and carers, regardless of faith or background who would like their children to be educated in a Christian environment. As a Catholic school 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 and children in the care of the Local Authority.

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 are the Admissions Authority for our school and places can only be offered by the Governing Body. The Derbyshire 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 work of each 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 2011 - 2012

Details of arrangements for admission can be found in "How to apply for a place at Secondary School - A guide for parents 2011/12" or by visiting www.derbyshire.gov.uk

The closing date for applications will be October 2010. The National Offer Day will be 1 March 2011.

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 schools in neighbouring authorities.**

The Supplementary Form and Supporting Faith Evidence: In addition all applicants should complete the Supplementary Form which should be returned to the Local Authority with the Common Application Form by the same closing date. 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.

YOUR APPLICATION - HOW PLACES ARE ALLOCATED

Once received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on both the Common Application Form and the Supplementary Form, each 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. Where places cannot be allocated at the first preference school, they are allocated at the next preferred school that has places.

APPLICATION FOR TWINS AND MULTIPLE BIRTH CHILDREN

Governors will normally offer places to twins, triplets etc even if this means exceeding the planned admission number.

FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

LATE APPLICATIONS

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

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. Popular 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

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 preferred 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 respective year group total is full, the child will be offered a place only if only 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 on a school's waiting list does not mean that a place will eventually become available.

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.

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.

THESE ARE THE OVERSUBSCRIPTION CRITERIA

Pupils with statements of special needs whose 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 - Baptised Catholic Pupils

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

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

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

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

Christian churches are those churches and denominations which belong to Churches Together in England and Wales. (See list below).

Category E - Other pupils

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

If a tie breaker is needed 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 same method of measurement as used locally by the Local Authority. Distance measurements will be supplied by the Local Authority.

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
- b. are related by a parent's marriage
- c. are adopted or fostered.

Note 2 - Definition of Catholic

1. A child baptized in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome. (Pope Benedict XV1) Advice available from Diocesan Education Service.
2. A child baptized in another Christian denomination who has been received into full communion with 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)

Note 5 -Linked Primary schools

St Anne's catholic school, Buxton and St Mary's catholic school, New Mills are the two primary schools that are linked to St Thomas More school.

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

Arrangements for 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 Head at St Thomas More School. Appeals must be received by the Head no later than fifteen working days (three weeks) after allocation day or, 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.