

ALL SAINTS CATHOLIC SCHOOL MANSFIELD (Nottinghamshire)  
CHRIST THE KING CATHOLIC SCHOOL ARNOLD NOTTINGHAM (Nottinghamshire)  
THE BECKET CATHOLIC SCHOOL, WILFORD NOTTINGHAM (Nottinghamshire)  
THE TRINITY CATHOLIC SCHOOL ASPLEY NOTTINGHAM (Nottingham City)

## ADMISSIONS POLICY

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.

These schools are in the trusteeship of the Diocese of Nottingham and serve the Catholic families of Nottingham City Local Authority and Nottinghamshire County Council. Our first responsibility therefore is to the children of Catholic families in these areas 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 Catholic schools 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 homes in Nottingham and Nottinghamshire.

Our 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 Governing Bodies are the Admissions Authority for these schools and places can only be offered by each Governing Body. The Local Authority co-ordinates the admissions process. We are committed to providing a place for every Catholic child attending our linked primary schools. To help us achieve this, we have agreed with the Diocese that the following traditional linked arrangements will continue:

**All Saints ( 186 places)**

*St Philip Neri with St Bede's Mansfield,  
St Patrick's Forest Town,  
Holy Trinity Newark,  
St Joseph's Boughton  
St Joseph's Langwith Junction .  
Holy Family Worksop (Hallam Diocese)*

**Christ the King (147 places)**

*St Margaret Clitherow Nottingham,  
The Good Shepherd Woodthorpe,  
Sacred Heart Carlton  
Holy Cross Hucknall*

**The Becket ( 166 places)**

*Blessed Robert Widmerpool Clifton,  
St Edmund Campion West Bridgford,  
St Patrick's Wilford,  
Our Lady and St Edward's Nottingham  
English Martyrs Long Eaton.*

**The Trinity (165 places)**

*St Teresa's Aspley,  
Our Lady of Perpetual Succour Bulwell,  
St Mary's Hyson Green  
St Augustine's Mapperley.*

In order to provide a system for the allocation of places, which takes into account the wishes of each Governing Body, a set of oversubscription criteria have been drawn up, consulted upon, and agreed with the Diocesan Education Service and with each local authority. The

responsibility clearly stated in the opening paragraph will mean that the criteria for admission to the schools 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**

### **Nottingham City – The Trinity School**

See The Local Authority Booklet 'Going to School in Nottingham – Secondary Education' for full details of the admissions process.

Also visit [www.nottinghamcity.gov.uk/sitemap/school](http://www.nottinghamcity.gov.uk/sitemap/school) for full details of the admissions process and on line application.

### **Nottinghamshire - All Saints, Christ the King, The Becket**

See The Local Authority Booklet 'Applying for a School Place' for full details of the admissions process.

Visit [www.nottinghamshire.gov.uk/home/learningandwork/schools/gettingaschoolplace.htm](http://www.nottinghamshire.gov.uk/home/learningandwork/schools/gettingaschoolplace.htm) for full details of the admissions process and on line application.

For general advice on choosing a Catholic school, you can also speak to any of the above schools, the headteacher at your child's current primary school or Nottingham Diocesan Education Service – 01332 293833

## **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 – NOTTINGHAM CITY - THE TRINITY SCHOOL**

The Local Authority and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by the Nottingham Local Authority up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for secondary school places received by Nottingham Local Authority after the specified date will be dealt with after the offer day.

## **LATE APPLICATIONS – NOTTINGHAMSHIRE**

Certain late applications submitted in the normal admissions round that are received by Nottinghamshire Local Authority up to the date set by the Local Authority will be treated as on time by the LA. Such applications will be from parents or carers who:

- have moved into Nottinghamshire ; or
- can establish at the time of completing the form that there were exceptional reasons for missing the closing date

and were, therefore, unable to meet the published closing date.

Governing Bodies will treat such applications as on time where it is practical to include them in their first ranking.

All other late applications for secondary school places received by Nottinghamshire Local Authority after the specified date will be dealt with after the offer day.

## **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.

If there is oversubscription, schools will continue to maintain waiting lists. Parents must make a request for their child's name to be put on the waiting list and lists will be revised annually.

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 for places in any year group, made during the school year, must be made to the Local Authority using the home local authority application form. A Supplementary Form should also be completed. 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 unless circumstances have changed since the year group in question was a normal year of admission.

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.

If there is oversubscription, schools will 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 a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeal should be lodged within three weeks (15 working days) after the date of your decision letter

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.

## **ALL APPLICATIONS - DOCUMENTS REQUIRED**

**Common Application Form** : All applications for transfer from primary school to secondary school and for in year transfers must be made on the home Local Authority's Common Application Form. **This form should also be used for applications to schools in neighbouring authorities.**

### **The Supplementary Form and Supporting Evidence**

In addition all applicants should complete the Supplementary Form. The information on this form will enable Governors to place applicants in the correct category. If a Supplementary Form has not been supplied with the application pack, parents should contact their primary headteacher or the relevant secondary school.

**The Trinity School** : The Supplementary Form should be returned **to the Local Authority** with the Application form.

**Other Schools** : The Supplementary form should be returned **to the school** by the same closing date as the Application Form

Parents / carers of Catholic children should also supply one of the following documents with the Supplementary Form :

- A copy of the child's baptism certificate OR -
- If the child has been received into the Catholic church, written verification, signed by a Catholic priest and stamped with the parish stamp.

Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

If the Supplementary Form and the required documents listed above are not returned on the closing date, applicants will automatically be placed in Category G of the oversubscription criteria (see below)

### **ALL APPLICATIONS – HOW PLACES ARE ALLOCATED**

Once applications are 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, the Local Authority will allocate places at the next preferred school which has places.

### **APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS**

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.

### **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 (Looked After Children)**

#### **Category B – Baptised Catholic Pupils**

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 at the time of admission
3. Other Catholic pupils.

#### **Category C –Pupils in the care of a local authority who are not Catholic (Looked After Children)**

#### **Category D - Pupils belonging to other Christian churches which belong to Churches Together in England (including Eastern Orthodox Churches)**

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 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 who will be in Years 7-11 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. Distance measurements will be supplied by the Local Authority. (See below)***

### ***Distance Tie Breaker – Nottingham City (Trinity)***

Distance will be measured in a straight line (by a computerised geographical information system) from the centre of the school campus to a point at the pupils home address identified by the Local Land and Property Gazetteer.

### ***Distance Tie Breaker – Nottinghamshire (All Saints, Christ the King, The Becket)***

Distance measurements will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principal entrance to the main administrative building of the school. This will be calculated by using computer software, which is currently *arcview*. In the event of needing to discriminate between pupils living in the same block of flats, where *arcview* produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school.

**All schools** : 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). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admissions number.

## DEFINITIONS

### **Note 1 - Definition of Brothers, Sisters (sometimes referred to as siblings)**

Brothers or 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 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 XV1) 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

### **Note 3 - Definition of Looked After Children**

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](http://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
The Church of England	Joint Council for Anglo-Caribbean Churches
Church of God Prophecy	Lutheran Council of Great Britain
Church of Scotland (in England)	The Methodist Church
Congregational Federation	United Reform Church
Coptic Orthodox	Wesleyan Holiness Church
Council of African and Caribbean Churches	

### **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 Clerk to Governors at the relevant school. Appeals must be received by the Clerk to 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.

## **ADMISSIONS INTO THE SIXTH FORM**

The principles outlining the nature of the school in the introduction apply for admissions to the Sixth Form. Requests for admission will be considered according to the following order of priorities:-

### **OVER-SUBSCRIPTION CRITERIA**

- a) Catholic pupils in the care of a local authority (Looked After Children), with priority being given to students currently on roll at Trinity School
- b) Young people who are baptised Catholics, currently students at Trinity School.
- c) Pupils in the care of a local authority who are not Catholic (Looked After Children)
- d) Other young people who are currently students at Trinity School.
- e) Baptised Catholics resident in the Diocese.
- f) Young people from other Christian traditions who are seeking a spiritual dimension for their education, subject in each case to the Governors being satisfied as to the reason for requesting a Catholic education.
- g) Other young Christian people.
- h) Other young people.

The overall capacity for the sixth form will be 140, with an admission number for external pupils of 40.

All enquiries should be addressed to Mr J Dexter, Head of Sixth Form at the school. A separate Sixth Form prospectus is available.

### **ENTRY REQUIREMENTS**

Entry to courses at each level will normally be dependent upon applicants having gained or demonstrated the ability to gain qualifications at previous levels, e.g.:

<b>Course Levels</b>	<b>Typical Course Requirements</b>
Level 3	Level 2 achievement equivalent to at least 5 GCSE's at A* - C with B grade minimum in subjects studied at Level 3.

Course levels are determined by the government's Qualifications and Curriculum Authority. In the event of a tie applicants will be ranked according to their average points score at GCSE, the highest being preferred.

