

## **HAGLEY CATHOLIC HIGH SCHOOL**

**A member of Saint Nicholas Owen Catholic Multi Academy Company**

### **Admissions Criteria for Hagley Catholic High School for September 2016/2017**

Hagley Catholic High School is part of the Saint Nicholas Owen Catholic Multi Academy Company. The Board of Directors of the Multi Academy Company is the Admissions Authority. The Board of Directors has delegated responsibility for school admissions to the Academy Committee of Hagley Catholic High School.

The admissions process is part of the Worcestershire LA co-ordinated scheme.

The Admission Policy of the Academy Committee of Hagley Catholic High School is as follows:

The ethos of this Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this Academy to apply for and be considered for a place here.

The Academy's Admission Number for the academic year commencing September 2016/2017 is 168.

If the number of applications exceeds the admission number, the Academy Committee will give priority to applications in accordance with the criteria listed, provided that the Academy Committee are made aware of that application before decisions on admissions are made (see Note 1 below). In all categories, priority will be given to those who have a brother or sister (see Note 3 below) attending Hagley Catholic High School at the time of admission and then distance.

#### **Criteria In Priority Order**

- 1 Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2a Baptised Catholic Siblings.
- 2b Baptised Catholic children who currently attend St Ambrose Kidderminster, St Wulstan's Stourport on Severn, St Joseph's Stourbridge, Our Lady & St Kenelm's Halesowen, St Mary's Brierley Hill and Our Lady of Fatima Quinton.
- 2c Baptised Catholic children who currently attend St Hubert's Oldbury and St Gregory's Smethwick.
- 2d Other Baptised Catholic children.
- 3a Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 3b Non-Catholic siblings.
- 3c Non-Catholic children who currently attend St Ambrose Kidderminster, St Wulstan's Stourport on Severn, St Joseph's Stourbridge, Our Lady & St Kenelm's Halesowen, St Mary's Brierley Hill and Our Lady of Fatima Quinton.
- 3d Non-Catholic children who currently attend St Hubert's Oldbury and St Gregory's Smethwick.
- 4 Non-Catholic children whose parents wish them to be educated in a Catholic school.

## **Over Subscription**

In the event of over subscription within a category, the Academy Committee will give priority to pupils who live nearest to the Academy by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the centre of the Academy. The Academy Committee will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system.

In the event of equi-distance applicants, any place will be allocated by random selection lottery. Someone totally independent of the Academy Committee will supervise this process. In the case of only one place available for multiple births the Academy Committee will exceed the admission number and admit all of the children from the multiple birth. The Academy Committee will revert to the admission number as and when places become available.

*In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.*

*For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Academy Committee will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.*

## **Notes**

### **Note 1**

Children with a statement of Special Educational Need or an Education, Health and Care plan (EHC) that names the Academy must be admitted. This will reduce the number of places available to applicants.

### **Note 2**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a child should also complete the Academy's supplementary information form (SIF) if residing outside of Worcestershire LA. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

### **Note 3**

A brother or sister must be living at the same address, attending the Academy at the time of application and still attending the Academy at the time of admission.

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister
- Adopted or fostered children

The children must be living permanently in the same household.

### **Note 4**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place. Documentary evidence may be required.

Where care is split equally between mother and father, parents must provide supporting documentary evidence to prove that care is equally split.

## **Applications for children to be admitted into a class outside of their normal age group**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Academy Committee. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Academy Committee will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **Appeals**

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the Academy may apply in writing to Chair of the Academy Committee at the Academy address. Appeals will be heard by an independent panel.

## **Repeat Applications**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

## **Late Applications**

Late applications received up to and including 31 January 2016 may be treated as being on-time, only in the following circumstances:

- 1 Where a family have moved address after the closing date for on-time applications.
- 2 Where it is agreed by the Academy Committee that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

## **Applications other than the normal intake to Year 7 (In Year Applications)**

An application should be made to the Academy Committee at the Academy.

## **Waiting Lists**

Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Academy Committee in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

## **In Year Fair Access Policy**

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children.

## **Criteria for Admission for Hagley Catholic High School Sixth Form For Admission September 2016/2017**

Hagley Catholic High School is an Academy and therefore the Academy Committee act as the admission forum.

The Academy Committee of Hagley Catholic High School is pleased to accept applications to the Sixth Form from students of all denominations and faiths.

The Academy Committee have agreed that a maximum of 30 external Level 3 students will be admitted into Year 12.

The criteria published below will be applied in order to all applications.

Students who wish to be admitted to study Level 3 (AS & A Level) courses must have achieved the entry requirement of five or more GCSE passes at grades A\* to C (two of which must be at least 'B' Grades) and also to include English or maths. Students who have not achieved a GCSE 'C' Grade in English or maths will be expected to achieve this during the first year of study.

1. Looked After children <sup>(1)</sup> and children who were looked after, but ceased to be so because they were adopted <sup>(2)</sup> (or became subject to a residence order <sup>(3)</sup> or special guardianship order <sup>(4)</sup>) and who achieve the entry requirement.
2. Year 11 students from Hagley Catholic High School who achieve the entry requirement.
3. Year 11 students from any other school who achieve the entry requirement.

4. Students either from Hagley Catholic High School or any other school who do not achieve the entry requirement but request admittance on the grounds of special consideration.

Where applications for admission exceed the number of places available, the criteria will be applied in order of priority as set out above.

***Applications within criterion 3 will be considered by the Headteacher and Head of Sixth Form with advice from the Chair (or a representative) of the Academy Committee.***

**For any students (including looked after and previously looked after children) who wish to be admitted to study Level 1 or 2 courses delivered through the ContinU Partnership they must satisfy the following condition:**

Students seeking admission to study Level 1 or 2 courses must have achieved 5 or more GCSEs at grades A\* - G or the equivalent.

Applications from external applicants must be supported with either a reference or a Year 11 Report.

All applicants, both internal and external, and their parents must be willing to sign and abide by the terms of the Academy Committee's Requirements and the Sixth Form Home-School Agreement.

The Academy will make conditional allocations for places in the Sixth Form during the academic year before the start of the course. Following the publications of the GCSE results in August the Academy will be able to confirm places to applicants who fulfil the entrance criteria.

Admission criteria for Sixth Form applications are available in the sixth form prospectus. Additional copies can be requested from the Admissions Secretary.

There is no charge or cost relating to the admission of a child to this Academy.

## **APPENDIX**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

### **Written Evidence Of Baptism**

The Academy Committee of Hagley Catholic High School will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

The Academy Committee may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).