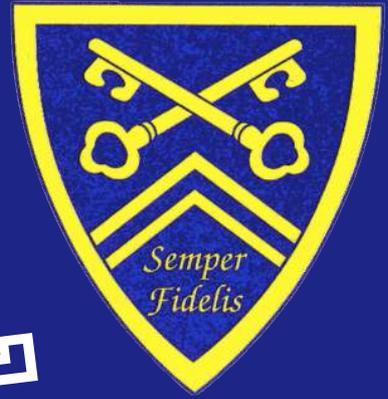


HAGLEY CATHOLIC HIGH SCHOOL



SCHOOL INFORMATION FOR ADMISSION IN 2019

Brake Lane, Hagley, Worcestershire, DY8 2XL
01562 88 31 93
www.hagleyrc.com

Part of the
St Nicholas Owen
Catholic Multi-
Academy Company

Mrs J Griffin
Chair of Board

Mrs E Yates
Chair of Committee

Mrs S Horan
Principal

Mrs K Morris
Vice Principal

Foreword from Chair of Academy Committee

On the 1st October 2014, Hagley Catholic High School converted from a Voluntary Aided Catholic School and became a member of the St Nicholas Owen Catholic Multi Academy Company. The Academy member schools include Our Lady of Fatima Catholic Primary School, Birmingham, St Ambrose Catholic Primary School, Kidderminster, St Joseph's Catholic Primary School, Stourbridge, St Mary's Catholic Primary School, Brierley Hill, St Wulstan's Catholic Primary School, Stourport on Severn and Hagley Catholic High School. The Academy is run by a single Board of Directors.

All of the Academy Committee Members at Hagley Catholic High School bring a deep commitment to its growth and improvement. As individuals, they also bring a wide variety of personal skills and experience to their task.

The Hagley Academy Committee are delighted to publish this school information guide, which also includes the admissions criteria for 2019/2020. The students who were entered for public examinations in 2018 achieved wonderful results, enhancing the excellent reputation of the school and without doubt achieved some of the most impressive results in the history of the school.

The academic year 2017/2018 contained many highlights and achievements beyond the examination results. Over the February half term holiday a party of students took part in the pilgrimage to Krakow. In addition, some students in year 7 and 8 were able to participate in residential retreats.

During the spring term, we hosted our eighth pyramid musical evening at Birmingham Town Hall attracting a combined audience of around 1,000 people. During the summer term, we held our annual enrichment week; this provided wonderful opportunities for all of our students.

Elaine Yates - Chair of Academy Committee

Brief Description of the School

This is a co-educational 11 - 18 Catholic Comprehensive school which is a member of the St Nicholas Owen Catholic Multi Academy company operating within the Archdiocese of Birmingham. The school has six forms of entry and there are approximately 1113 students on roll, of whom over 200 are in the Sixth Form.

The school was opened in a beautiful semi-rural setting in 1959 to serve the Catholic community of north-west Worcestershire. Since then the school has flourished and has been fortunate to have benefited from a number of building programmes. Today Hagley Catholic High School draws its students from five main feeder primary schools in Kidderminster, Stourbridge, Stourport, Halesowen and Birmingham, together with other Catholic primary schools in Brierley Hill, Warley and Bearwood.

Our planned admission number is 190 but we are regularly oversubscribed; we endeavour not to refuse admission to Catholic children but this may be unavoidable when heavily oversubscribed.

Extract from our Most Recent OFSTED Report

"This school is outstanding. Achievement is rising to ever-higher levels because of a well established culture that nurtures success at every level. The progress students make is good and improving quickly, particularly in the main school. The unique and very special ethos ensures students develop exceptionally well the skills and attributes they need for their future success. The school is a very welcoming community with care and compassion at its heart. Outstanding care, guidance and support ensure that all students gain from the opportunities the school provides through its imaginative and comprehensive curriculum. Inspectors were particularly impressed by the excellence of the behaviour of students."

School Ethos and Values Statement

*Called as God's family,
we strive to achieve our personal best,
by living and learning in Christ.*

- We believe that each and every one of us is created in God's image & likeness and is called to perform a special task.
- We believe that we must use our God-given talents to fulfil our academic and spiritual potential.
- Our school motto is **Semper Fidelis** ('always faithful'): we believe that by remaining faithful to Christ's teaching and example, we will continue to serve God and show selfless love to our neighbour in our daily lives.

Our Mission Statement is supported by our school values ('Student Profile'), which proposes the qualities we wish to develop in our students. These qualities are simple, yet challenging, and seek to enable every member of our community to take the message of the Gospels to heart and apply it to their day-to-day lives. We challenge our students to be:

- **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with the gifts, becoming people of service.
- **Attentive** to their experience and to their vocation; and **discerning** about the choices they make, and the effects of those choices.
- **Compassionate** towards their neighbour, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- **Faith-filled** in their beliefs and **hopeful** for the future.
- **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- **Learned**, finding God in all things, and **wise** in the ways they use their learning for the common good.
- **Curious** about everything; and **active** in their engagement with the world, changing what the can do for the better.
- **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.



Details of School Academy Committee

The school has 14 Academy Committee members as shown below:

Foundation Members

Mrs E Yates - Chair
Mr C Guy - Vice-Chair
Mrs S Edwards
Mr S McWalters
Mr G Taylor-Smith
Vacancy
Vacancy

Staff Representatives

Ms M O'Loughlin
Mrs S Palmer

Clerk

Mrs S Batson

Parent Representatives

Mr M Hill
Mr M Stebbings

Principal

Mrs S Horan

Professional Advisor

Mrs C Cotterill – Head of RE
Mr B McArdle – Assistant Principal for Catholic Life
Mrs K Morris – Vice Principal

There is one full meeting of the Academy Committee each half term. The work of the Academy Committee is also conducted through two sub-committees to deal with issues related to students and staff. The Chair of the Academy Committee and the Clerk can be contacted by using the school address.

Details of Staff

At the start of the autumn term the school Academy Committee directly employed 109 staff. These include the Principal and a further 71 other teaching members of staff, 26 of whom work on a part-time basis. Members of the teaching staff are supported by a professional team of 37 administrative and support staff which includes Administration Staff, Cover Supervisors, Facilities Manager, Finance Manager, First Aider, Site Officers, Teaching Assistants and Technicians.

The school management structure is arranged with a leadership team consisting of the Principal, Vice Principal and five Assistant Principals. All members of the teaching staff are allocated to one of the 16 major departments to deliver the academic curriculum. In addition, the teaching staff act as form tutors and are arranged into teams managed by Heads of Year.

The Heads of Year are Ms Hitchcox (Year 7), Mr Capponi (Year 8), Mr Button (Year 9), Mrs O'Loughlin (Year 10), Mrs Aitken-Lomax (Year 11), and Mrs Morris (Director of Sixth Form), Mr Fitzpatrick (Deputy Director of Post 16 Studies).

The Subject Leaders are: Mrs N Stott (Art and Design), Mr K Lomax (Business Studies), Mr M Button (Design and Technology), Mrs E Barrett (English), Mrs L Morrall (Criminology), Mrs S Palmer (Health and Social Care), Mr A Trickett (History), Mr N Taylor (Geography), Mr P Halford (ICT), Miss A Holland (Mathematics), Mr J Greer-Spencer (Psychology), Miss M Mugnier (Modern Foreign Languages), Mr F Mallinson (Music), Miss A Williams (Performing Arts), Mr M Behan (Physical Education), Mrs C Cotterill (Religious Education), Mr M Patchett (Science), Mrs S Ravat (Sociology).

The School Curriculum

On admission to our school students are allocated to teaching groups based on their Key Stage 2 performance. These groups are carefully monitored and students may be moved if it is felt to be in their best interests. At the end of Year 7 the school again tests the ability of all students and assigns them to ability groups for Year 8. A similar process is carried out at the end of that year.

During Key Stage 3 all students will study Religious Studies, English, Mathematics, Information Technology, French, Science, History, Geography, Technology, Art, Music, Dance and Physical Education. In addition, there is a Personal and Social Education and Citizenship programme delivered to each year group through the house based tutor system.

In Years 10 and 11, students have the opportunity to select subjects from an extensive programme, allied to a core curriculum of Religious Education, Mathematics, English, Science, ICT, Careers Education and Games, give the necessary breadth of study for further educational advancement or employment. The post 16 curriculum is designed to offer students a continuum of learning from Key Stage 4 to key Stage 5. We offer students a wide range of A level courses, including vocational alternatives, supplemented by the opportunity to retake GCSE English and Mathematics. Over recent years the breadth of subjects available for students aged 16 - 19 has developed significantly through our work with other Wyre Forest Schools in the ContinU Partnership.

Hagley sets high standards for everyone who works here and we are always striving to do better. We are proud of our record but not complacent. We will continue to strive for excellence and expect those joining us for the first time to do the same.

Religious Life of the School

The Christian upbringing of each student is of immense importance and one of the chief aims of the school. We are very fortunate to have Father Des Devenney as our Chaplain, who is dedicated to enriching the spiritual development of all our students.

There is a weekly opportunity for students to attend School Mass on Tuesday morning. In addition, there are Masses provided on all Holy Days of Obligation that fall within term time. All parents are welcome to attend any of these Masses; should they wish to do so, please notify the School Reception by the end of the previous school day. The School Chapel is used for class Masses, prayer groups, student-led liturgies and the Sacrament of Reconciliation.

Prayer and worship are central to our purpose as a Catholic School and our students are given the opportunity to prepare and lead liturgies and assemblies during the year.

Currently the school RE curriculum incorporates the following courses:

- AQA GCSE Religious Studies (Catholic Christianity, Judaism and Ethics)
- Edexcel Advanced GCE (Philosophy of Religion, New Testament and Ethics)

To date, no parents have exercised their right to withdraw their children from the RE programme. However, if any parent is unhappy with the provision, they should contact the Principal.

During the academic year, all of our students will have the opportunity to experience retreats including residential retreats at The Briars in Derbyshire. Pilgrimages are regularly run for students in specific year groups, including to Rome and Krakow.

We consider that helping those less fortunate than ourselves is one way of encouraging our students to care and be concerned for others. Different activities are arranged to raise funds for our four main charities and the House charities. Students are given the opportunity to find practical ways to respond to the needs of others.

Relationships and Sex Education (RSE)

Relationships and Sex Education (RSE) at Hagley Catholic High School is taught within the context of 'Family Life' as part of Religious Education, supported by, and in co-operation with, the Science, Health & Social Care and PSHE subject areas, and the Tutorial Programme. We aim to develop amongst students an awareness of themselves before God and an understanding of the changes that occur through adolescence into adulthood, mentally and physically. The treatment of biological, social, emotional, spiritual and moral aspects of sexuality and procreation are therefore taught within the context of marriage, the family and family-centred relationships.

Our RSE provision is firmly based on Christian principles and positive Catholic teaching. For this reason, and in line with national think tanks, we place emphasis on students developing proper and appropriate relationships, and so prioritise 'relationships' over 'sex' in the branding of this subject.

We support parents and carers as the primary educators in RSE and respond to the needs of the students to enable them to make responsible and well-informed decisions as young people. Every member of staff who delivers RSE understands that they are part of a holistic and integrated programme across the curriculum.

Students are taught:

- every human life has an intrinsic and absolute value in the image of God;
- this value derives from the simple fact of existing, and is not dependent on an individual's age, abilities, social acceptability or any other characteristic;
- self-respect & respect for each other must underlie all human relationships.

"Through learning of God's love for them, pupils will learn how to love faithfully."

Archdiocese of Birmingham, All That I Am

Structure of the School Day

09:00	Registration -15 minutes	13:00	Lesson 3
09:15	Lesson 1	14:15	Transition/Toilet Break
10:30	Break - 20 minutes	14:20	Lesson 4
10:50	Lesson 2	15:35	End of School day
12:05	Lunch - 55 minutes		

Access to Documents and Policies

The school makes available to parents a wide range of documents and policies, many of these can be found on the school website. Copies of these can also be requested at the main school office. They include:

- Behaviour for Learning Policy
- Charging Policy
- Homework Policy
- Pupil Premium
- School Complaints Procedure
- School Development Plan
- Catholic Life of the School
- Family Life – RSE Policy
- Parent View – Annual Report
- Safeguarding, Pastoral Care and Support
- School Ethos and Values Policy
- SEND Policy

Policies can be made available on request in alternative formats (Large type, Audio, Braille).

Learning Support (SEND)

The Learning Support Department works alongside all obligations and guidance as outlined in the 2014 SEND Code of Practice. A key principle of the department is that ALL teachers are teachers of SEND and therefore provision is high quality teaching first. In support of this, it is the role and responsibility of the Learning Support Manager (SENCo), Mrs Imrie to ensure staff are fully updated on students' learning needs and suggested teaching strategies and considerations are given (Wave 1 Interventions).

However, the department works closely with staff to support any students who for one reason or another require some additional Learning Support. Support is provided via Wave 2 and 3 Interventions such as; Spellzone, Speed up Handwriting, Pastoral, Literacy and Curriculum Support Groups. Alongside all of this support the school works closely with outside agencies such as Educational Psychology, Learning Support Specialist teachers, Speech and Language, HI/VI Teams and several others.

Transition to secondary school is important for ALL students, in particular for students with SEND or any other additional needs. The Learning Support Manager works closely with feeder schools and other staff responsible for transition to ensure that this is as smooth as possible. Additional visits are organised for some students.

For further details, please consult the school's SEND Policy and Local Offer or alternatively contact the Learning Support Coordinator (SENCo), Mrs Imrie.

Contact with Parents and SIMS Learning Gateway

Parents are kept informed of all school events and any changes in information given will be passed to parents **in regular school newsletters published on the school website and emails.** Furthermore, the student organiser contains a great deal of useful and important information. However, please do contact the school either by post, email, telephone or by the school website if you are unsure of anything. Please advise the school in **writing** of any change of address, telephone number or contact telephone numbers.

We are working to provide parents with access to their children's school information online. This can be accessed by the Learning Gateway Link on the school website. This will allow you to:

- Check their timetable
- Check and submit amendments to your contact details
- Get an overview of attendance
- See what homework has been set and for when
- View termly reports (which we will also send by email)

Careers Education Information Advice and Guidance

In Years 7 to 9 Careers Education Information Advice and Guidance (CEIAG) work is contained within the PHSE and Tutorial programmes. In Year 10 Careers Education is timetabled as one 75-minute lesson per fortnight. In Years 12 and 13, group sessions and individual guidance interviews continue to support students with post 17 and post 18 decisions.

Careers Education helps young people develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. During the course a variety of careers issues are examined including: application forms and curriculum vitae, interview preparation techniques, health and safety at work, careers information and research, stereotyping and equal opportunities in the workplace.

Safeguarding, Pastoral Care and Support

Our safeguarding, pastoral care and support is based on the principle that Every Child Matters. We consequently aim to ensure that, during their time at Hagley, students grow spiritually, academically, socially and physically and are given the opportunity to develop skills which will enable them to stay safe, be healthy, enjoy and achieve, secure future economic and financial wellbeing and make a positive contribution.

The school is run on a combined Year and House system. Students are placed in a House class (Anselm, Bede, Chad, Gregory, Kenelm and Wulstan) within their particular year group and they remain with their class for registration and tutorial time.

Students meet their form tutor daily and the tutor keeps a careful watch on standards of behaviour, attendance, punctuality and uniform. The tutor's role is to promote the academic development of the students in their tutor group and to help any students with a problem. All students are encouraged to speak to their tutor if a difficulty of any kind arises.

Each tutor works under the guidance of a Head of Year. These senior members of staff are responsible for ensuring that the needs of a particular age group are met. They meet regularly to discuss the issues of both an academic and pastoral nature that involve students in their year group.

Subject Leaders are senior members of staff responsible for the teaching and learning in their subject, for academic standards throughout the school and for classroom discipline, so students whose standards of classwork, homework or class behaviour require rebuke or deserve reward will be referred to the relevant tutor or Head of Year in the first instance.

Heads of Year report directly to the Assistant Principal (Pastoral). This group liaises weekly to discuss the pastoral and academic needs of students who may need a more intensive form of support such as inter-agency intervention. This could include support from the Educational Welfare Officer, School Nurse, Educational Psychologist, Learning Mentors or contacting Social Care in the case of a real concern about a child's safety and well-being.

This school believes that it is always unacceptable for a child to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children.

We will provide staff and volunteers with training and guidance to follow when they suspect a child may be experiencing abuse or at risk of harm. We will work co-operatively with other agencies to safeguard and promote the welfare of children. We will ensure that our concerns about our students are discussed with parents/carers first – **unless we have reason to believe that such a move would be contrary to the child's welfare.**

The Designated Safeguarding Lead (DSL) for child protection is Mrs K Morris

The Deputy Designated Safeguarding Lead's for child protection are Mr G Barratt, Mrs S Horan, Mrs L Imrie and Mr B McArdle

We are currently in the process of recruiting a new Academy Committee member to support the school with safeguarding.

We review our policy on an annual basis.

Gifted Children

Our more-able and gifted learners regularly demonstrate outstanding achievement. Academic success, excellence in the performing arts, sporting prowess and other achievements are a feature of school life. In addition to being stimulated and extended within their timetabled lessons, many enrichment and extra-curricular opportunities are available to develop talents and further encourage these learners. Such initiatives include the UK Mathematical Challenge, a Science Club and Arts Award.

Our own Sixth Form provides further challenge, opportunity and support for students to enter the most competitive of universities, including top medical schools and Oxbridge colleges.

Homework

Homework plays an important part in the academic development of all students. Therefore, all students are set regular homework, regardless of age or ability.

To help students organise their homework all students are given an organiser in which they can record the set work with the date by which it is to be completed. Parents are asked to read the organiser and sign it each week to reinforce the idea of partnership in their child's education.

Extra Curricular Activities

Music enjoys a high profile at Hagley. Activities are many and varied with an extensive variety of ensembles in which to participate. Activities range from a Mass Band that provides music for each weekly Mass and feast days to links with St Chad's in Birmingham.

Hagley has a strong vocal tradition with numerous choirs and the annual Pyramid concert. Guitar, keyboard, wind, brass and string ensembles rehearse on a regular basis.

The ever-popular "Focus" band and many other groups all rehearse on a regular basis at lunchtimes and after school. Students take part in the annual local Kidderminster Youth Makes Music Festival and have the opportunity to perform at local venues with signed bands and artists.

Last year we continued our strong links with the CBSO and had many visiting artists from the Rock and Pop world who worked with KS3/4. Recent visitors to the school have included The Hoosiers, Nathan Sykes and The Wanted.

We have a team of ten specialist peripatetic teachers of the following instruments: violin, cello, brass, drums, clarinet/saxophone, flute, guitar, keyboard/piano and voice. Lessons are partly subsidised by the school, but there is a compulsory termly charge to parents.

The department has the very latest technology to enthuse and develop our student's interest in any type of music that they wish to create and study. We expect a high level of commitment and a willingness to learn and participate. However, the most important feature is to have fun and our students look forward to many performance opportunities, workshops and our annual primary music tour in the summer.

Art enjoys high levels of participation and Gifted and Talented activities and workshops stretch keen and able artists. An annual art exhibition showcases students' work from all levels. Art & Design facilities are always available for students to use during their free time and after school, when specialist art teachers are available to support them with their extra-curricular work. Students have worked on photoshop, printmaking and drawing workshops in this way.

Hagley runs a range of popular **Performing Arts** clubs including a gifted and talented Dance Company. Members of the various clubs regularly take part in shows and festivals in school and across the County, such as the Wyre Showcase event held at Stourbridge Town Hall. Theatre visits to venues such as the Royal Shakespeare Theatre, Stratford and the Birmingham Hippodrome, provide invaluable enrichment for students at Hagley, with recent trips including the touring productions of 'Miss Saigon' and 'Billy Elliot'. Students who choose to study BTEC Performing Arts are required to see a range of professional performances and engage with professional practitioners. In the autumn term, all students have the opportunity to audition and participate in the school musical. Hagley also produces an annual showcase of performance work, featuring pieces from extra-curricular clubs, lessons and examinations.

The school regards **Physical Education (PE)** and Sport very highly. At Key Stage 3, students experience a broad curriculum where they are given the opportunity to develop their skills and personal fitness in a range of sports. At Key Stage 4, all students are encouraged to engage in recreational, fitness and competitive activities, with an attempt to focus on the importance of physical activity and health. For those students looking to further their knowledge and qualifications in PE and Sport, we offer two pathways; GCSE PE and Cambridge National in Sport Studies. At Key Stage 5, A-level PE and Sport Science remains a popular option for those students who are hoping to pursue careers in the world of sport.

The Boys Football teams compete in cup competitions at every age group within the Halesowen and Stourbridge Schools Football Association. At Under 18, the first XI compete in the West Midlands County Cup competition, with additional matches throughout the season for first and second XIs. Girls Football is a key focus with matches in the Dudley Schools League and Central Venue competitions. Rugby has been successfully developed within the PE curriculum and as an extra-curricular opportunity, giving boys and girls an opportunity to play and represent the school through KS3 and KS4. Both Tag and Contact versions of the game are played competitively within the Dudley Schools Rugby Festivals.

Hagley has a strong reputation for Basketball. Boys and girls compete in the Halesowen and Stourbridge league and cup competitions. Our girls also achieve great success in Netball and play competitive fixtures within the Dudley Association for Girls Sport. Tennis has also been an area of great success in recent years; with boys and girls playing at all levels from District, County, Regional and National competition. There are also a range of other sports clubs on offer at Hagley in Athletics, Rounders, badminton, volleyball, Table tennis and Cricket.

The PE department deliver a 'School Games' event in each Term. These are in essence sports days where students represent their House in a range of competitive and inclusive sports. These competitions are developed into selection for School Games Competitions that take place within the Dudley borough, then beyond into the Black Country and in some cases onto a national stage. The school has been successful in a range of sports to date including netball, badminton and table tennis to name a few.

The PE department believes strongly in the benefits of outdoor activities and students are offered several trips to support this. In year 8, there is an offer of a fully inclusive outdoor activities trips to the Gower, South Wales. Here students are given the opportunity to try surfing, mountain biking, rock climbing, kayaking, paddle boarding, go-karting and archery. The PE department also offer an Easter Ski Trip to Austria where students have to opportunity to enjoy the Alpine environment whilst enjoying time developing their skiing. Depending upon availability, there are often annual trips to observe elite sport; with trips to Twickenham, Wimbledon and the National Basketball Finals.

Transport Arrangements

We are fortunate that students are able to travel to school by bus or train. A Transport Information booklet is available on the school website under Parents-Documents-Transport.

Bus

Evergreen Thandi Coaches operate four routes serving Birmingham, Oldbury, Bearwood, Quinton and Halesowen. Enquiries for passes on these services for students should be made to Evergreen Coaches Tel: 0121 420 2929.

Train

Reduced rate termly Scholar's train passes can be obtained via the school for stations on the Birmingham Snow Hill – Worcester line.

Post 16 Students

Post 16 students travelling by bus or train from destinations in the Network West Midlands area can travel at child rate fares on public buses and trains as far as Stourbridge Junction if they apply for a 16 – 18 card. Application forms are available via the school. Please note that 16 – 18 cards cannot be used to purchase passes on Evergreen Coaches services. There are no concessionary fares for Post 16 students living in Worcestershire.

Transport Assistance

Parents of students in Worcestershire and Dudley who are entitled to free school meals or in receipt of certain benefits can apply to their local council for transport assistance:

Worcestershire – Tel: 01905 765765 or Dudley – Tel: 0300 555 2345

http://www.worcestershire.gov.uk/info/20045/school_and_college_transport/286/transport_assistance_for_students_under_16

There is no transport assistance available from Birmingham or Sandwell. Parents of students living in Staffordshire should ring 0300 111 8000 for advice on transport assistance.

Admissions Criteria for Hagley Catholic High School for September 2019/2020

Hagley Catholic High School is part of the Saint Nicholas Owen Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the Saint Nicholas Owen Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Hagley Catholic High School.

The admissions process for Hagley Catholic High School is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at Hagley Catholic High School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Hagley Catholic High School on the application form. Applications need to be made by 31st October 2018. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1st March 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our students. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors is the admissions authority and has responsibility for admissions to this school. The Board of Directors has set its admission number (PAN) at 190 students to be admitted into Year 7 in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Hagley Catholic High School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

Oversubscription Criteria

- 1 Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
- 2a Baptised Catholic children who will have a brother or sister attending Hagley Catholic High School at the time of admission (see Notes 2 and 4 below).

- 2b Baptised Catholic children (see Note 2 below) 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 (see Note 2 below) who currently attend Our Lady and St Hubert's Oldbury and St Gregory's Smethwick.
- 2d Other Baptised Catholic children (See Note 2 below).
- 3a Non-Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
- 3b Non-Catholic children (See Note 2 below) who will have a brother or sister attending Hagley Catholic High School at the time of admission (see Note 4 below).
- 3c Non-Catholic children (See Note 2 below) 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 (See Note 2 below) who currently attend Our Lady and St Hubert's Oldbury and St Gregory's Smethwick.
- 4 Non-Catholic children (See Note 2 below) whose parents wish them to be educated in a Catholic school.

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

Note 2

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

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents.
- A half-brother or half-sister, where two children share one common parent.
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 5

The named feeder schools for Hagley Catholic High School are:

Our Lady and St Kenelm RC Primary School, Halesowen, Our Lady of Fatima Catholic Primary School, Quinton, St Ambrose Catholic Primary, Kidderminster, St Joseph's Catholic Primary, Stourbridge, St Mary's Catholic Primary, Brierley Hill and St Wulstan's Catholic Primary, Stourport on Severn.

Note 6

Distances are calculated using the GeoCode Points for each property and the GeoCode point for the school. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those students who are the final 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 the school 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 Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, allocate the final place by random selection (lottery). Someone totally independent of Worcestershire's Children's Services will supervise this process.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Applications for Children to Be Admitted Into a Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before 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 the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

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 Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors have offered a place in the normal age group instead.

Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal 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 Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications received between 1st November 2018 and 31st January 2019 will be considered as being submitted on time only in the following circumstances:

1. Where a family have just moved address.
2. Where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 31st January 2019, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

You are encouraged to ensure that your application is received on time.

Change in Preference

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

Waiting List

In addition to their right to appeal, children who have not been offered a place at Hagley Catholic High School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

In Year Fair Access Protocol

The Board of Directors of Hagley Catholic High School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

Applications Other Than the Normal Intake to Year 7 (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the Admissions Officer and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

Admission to the Sixth Form

The school operates a sixth form for a total of 230 students. 130 places overall will be available in Year 12. Whilst the admission number is 30, if fewer than 100 of the school's existing students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 130.

Applications for the sixth form should be made directly to the school using the application form available from the school, please contact the Sixth Form Admissions Officer or from the school's website. Completed application forms must be returned to the school by 31st January 2019.

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are five Grade 9-5 GCSEs including two Grade 6's and English Language and maths at Grade 5 or above. Students who have not achieved a GCSE Grade 5 in English Language or maths will be expected to achieve this during the first year of study.

In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, i.e. where there are fewer than 100 students in the year group, the school will admit additional students up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Hagley Catholic High School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above).

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

Oversubscription Criteria for Sixth Form

1. Students (see Note 2 above) who are looked after or previously looked after (see Note 3 above) and who achieve the entry requirement.
2. Other students who wish to be considered for a place at Hagley Catholic High School.
3. 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.

Appendix

Definition of a "Baptised Catholic"

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. 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 Governing bodies of Catholic schools and Boards of Directors of Catholic Academies 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.

Governors and Boards of Directors 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.)

Admission of Students with Disabilities

All admissions are made strictly in accordance with the Academy Committee admissions criteria. Parents who have children with an Education, Health and Care plan are advised to contact the local authority in advance of expressing a preference for a school.

When in school, students with disabilities are integrated into all lessons and are encouraged to mix freely with other students. There is wheelchair access to all ground floor rooms with handrails in areas where they could be used. A dedicated disabled toilet facility is provided in the Sixth Form Study Centre and PE Department along with full disabled facilities in the Sports Hall.

School Uniform Code - Academic Year 2018/2019

We appreciate the co-operation we receive from parents in sending their children to school in the uniform outlined below.

'Designer' and highly fashionable clothes, particularly coats and training shoes, are very desirable items. Students will, quite understandably, show them off to their classmates and friends. Unfortunately, they are left on buses or left unattended for all or part of a school day (for safety reasons they cannot be taken into certain classes). Regrettably, loss and theft will occur and ownership is often very difficult and time consuming to establish. The school cannot insure such personal belongings.

Students/Parents are very strongly advised not to bring/allow such items into school.

Items common to Boys' and Girls' uniform

- Navy blue blazer with school badge.
- Plain 'V' necked navy blue jumper (jumpers with school crest are available). **Under no circumstances should hooded tops or black jumpers be worn.**
- Plain navy or black coat or anorak of sensible functional design with no colour deviation.
- Only school design or plain navy or black scarves are permitted.
- Only plain navy or black gloves and hats of sensible design are permitted.
- Bags of sensible size and design.
- Jewellery, tattoos (temporary or not), or non-school badges may not be worn.
- Belts must be of plain black or navy, non-decorated design. Studded belts are not allowed.
- Technology Apron.

Girls' Uniform

- Plain navy blue skirt of **knee length OR** mid grey (NOT BLACK) tailored full-length trousers. **Lycra skirts and trousers are not permitted.**
- **Winter** - Plain white school shirt worn with School tie (Year 10/11 senior school tie).
- **Summer** - Plain white short-sleeved blouse with tie or plain white short-sleeved shirt with revered collar may be worn.
- Black shoes of sensible design with low heels and black laces if required. Sandals, boots, trainers or canvas shoes are not allowed.
- Plain navy blue or black opaque tights.
- Plain hair slides or navy blue ribbons are allowed.

Boys' Uniform

- Plain mid to dark grey (NOT BLACK) full-length tailored trousers.
- Plain white shirt (short sleeved in summer is acceptable) worn with the School tie (Years 10/11 senior school tie).
- Black shoes and black laces if required. Boots, trainers or canvas shoes are not allowed.
- Plain navy blue or black socks.

Physical Education Kit

Items common for Boys' and Girls' PE Lessons

- Navy blue and gold rugby/hockey shirt embroidered with the school crest.
- White polo shirt embroidered with the school crest.
- White/navy blue polo shirt embroidered with the school crest (for students studying GCSE PE and Cambridge National Sport).
- Navy blue and gold football/hockey socks.
- White sports socks.
- Sports trainers (not pumps) with a non-marking sole.
- Football boots and shin pads.

Specific Items for Girls' PE Lessons

- Navy blue skirt embroidered with the school crest.
- Plain navy blue shorts or plain navy blue sports leggings.
- Hair band.

Specific Items for Boys' PE Lessons

- Plain navy blue shorts.

The PE department request that all items of kit are embroidered with the student's full name. Items such as football boots, shin pads, leggings etc do not have to be a specified brand and can be purchased from most sports shops.

Please Note

- Extreme and high fashion haircuts are not appropriate for school. Students with hair colour or style not deemed suitable for school will be required to change it. Short hair cuts should be no shorter than 'grade 3' and lines or patterns cut into the hair and/or eyebrows are not acceptable.
- If students have pierced ears, one **small plain (no stone or gem etc.) discreet stud** may be worn in each ear lobe. For health and safety reasons students will be expected to remove studs for PE. No other body piercing of any kind will be acceptable. No other jewellery should be worn. The breaking of these rules will result in the item being confiscated and held by the Principal's PA.
- Make-up must be discreet and natural looking. Brightly coloured products may not be worn. Students will be asked to remove excessive make-up.
- Nail varnish, nail gel or false nails are not allowed.

STUDENTS ARE REQUIRED TO BE NEAT AND TIDY AT ALL TIMES – shirts and blouses are to be fastened to the neck and tucked into the waist band of trousers and skirts.

Head Boy/Head Girl Comments

Hagley Catholic High School encourages opportunity for all. Being a strong, safe and nurturing community, the school provides an experience like no other. From Year 7 to Sixth Form, Hagley believes all students have the right to education, and deserve the chance to excel in both learning and enrichment activities.

The school itself is very successful in providing outstanding education throughout each year, enabling students to progress to a post 16 and post 18 pathway in Higher Education. The school fully encourages personal development, whether it be in academic or vocational choices, and caters to the needs of each and every student. Hagley also ensures all students learn the skills of resilience and resourcefulness, allowing each individual to become an independent learner.

Enrichment activities are offered to all students who wish to experience something new, or just build on a growing talent. Sport clubs and after school fixtures are available to all, varying from netball to mountain biking and even ultimate Frisbee. Students are given the chance to challenge their limits, and even push themselves out of their comfort zone. Opportunities in other subject areas are also available, such as dance, drama and music. The music department has a wonderful array of bands and ensembles which will readily take on new members. There is also always the chance to pick up and learn a new instrument, whether it be guitar, cello, saxophone, or any other instrument.

Central to the school is the strong Catholic ethos. Both students and staff are encouraged to live with the love and forgiveness Christ presented to all. Sharing Mass services at least once every week, the school seeks to actively spread the joy of the Faith, and follow Gospel values such as forgiveness. As a community, Hagley believes that everyone deserves a second chance. We fully embrace our faith, allowing us to reflect on the values we abide by and ensure everyone is treated with the respect God would have wished.

Being a student at Hagley encourages not only new talents to flourish, but allows you to become a better individual. Along with exceptional educational opportunities, students gain enthusiasm for their own interests, developing students into young adults. New possibilities are constantly developing, allowing students to expand their experiences. Your future begins here, so embrace every opportunity provided and you are guaranteed to succeed.

George Allaway

Ellie Cole

PLEASE NOTE: This document can be made available on request in alternative formats (Large type, Audio, Braille).



HAGLEY CATHOLIC HIGH SCHOOL

Chair of Academy Committee:	Mrs E M Yates
Principal:	Mrs Horan
Vice Principal:	Mrs K Morris
Assistant Principals:	Mr G Barratt, Mr D Brown, Mr K Frobisher, Mr B McArdle, Mr A Trickett
Head of Year 7:	Ms A Hitchcox

Address:

Brake Lane, Hagley, Worcestershire, DY8 2XL

Tel: 01562 883193

Fax: 01562 881820

Website: www.hagleyrc.com

Email: office@hagleyrc.worcs.sch.uk