

Admissions Criteria for Hagley Catholic High School for September 2015/2016

The Admission Policy of the Academy Committee of Hagley Catholic High School is part of Worcestershire County Council LA co-ordinated scheme.

The Academy's Planned Admission Number (PAN) for the school year commencing September 2015/2016 is 168.

The Academy was founded by the Catholic Church to provide education for children of Catholic families. 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 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 Committee have agreed that a maximum of 168 children will be admitted to Year 7. If there are more than 168 applications then the criteria published below will be applied to all applications.

Criteria In Priority Order

- 1 Catholic Looked After children ⁽¹⁾ and Catholic children who were looked after, but ceased to be so because they were adopted ⁽²⁾ (or became subject to a residence order ⁽³⁾ or special guardianship order ⁽⁴⁾).
- 2a Catholic Siblings.
- 2b 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 Catholic children who currently attend St Hubert's Oldbury and St Gregory's Smethwick.
- 2d Other Catholic children.
- 3a Other Looked After children ⁽¹⁾ and other children who were looked after, but ceased to be so because they were adopted ⁽²⁾ (or became subject to a residence order ⁽³⁾ or special guardianship order ⁽⁴⁾).
- 3b Other siblings.
- 3c Other 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 Other children who currently attend St Hubert's Oldbury and St Gregory's Smethwick.
- 4 Other children whose parents wish them to be educated in a Catholic school.

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 PAN and admit all of the children from the multiple birth. The Academy Committee will revert to the PAN as and when places become available.

Those children not allocated a place can request to go on a waiting list, this will remain open until the end of December 2015 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.

This publication is available in alternative formats such as audio, large type and Braille. If you require an alternative format please contact the School's Admissions Secretary.

Definitions:

- (1) Looked After children – A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- (2) Under the terms of the Adoption and children Act 2002. See section 46 (adoption orders).
- (3) Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.
- (4) See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Catholic child

A Baptised Catholic is one who either:

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. Roman Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Canonical proof of this baptism can be given 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. Canonical proof of their baptism and reception into full communion with the Catholic Church can be given 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).

The parents of a Catholic child who cannot produce a Baptismal Certificate/Rite of Reception will have to be placed in criteria 3c, 3d or 4 accordingly.

Sibling for admission purposes, a sibling 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 parent's marriage;
- A child/or children adopted or fostered by the parent(s) of the applicant and living at the same address as the applicant.

This definition requires the sibling to still be on role at the time of admission into the Academy.

Further references to previously looked after children, means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

Wherever these terms appear in this document they shall be interpreted according to the definitions above.

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>

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 for admission without reference to the Academy Committee Criteria. This will reduce the number of places available to applicants.

Note 2

It is the parent's responsibility to complete and return to the LA the LA application form by the closing date (31 October 2014). A supplementary information form (available from the Admissions Secretary at Hagley Catholic High School) should also be completed and returned to the school.

Supplementary forms only need be completed by applicants outside of Worcestershire LA. The LA for the child's home address will advise parents on behalf of the Academy Committee, on 1st March 2015, of the outcome of their application. Applications received after the closing date will only be considered after the initial allocation of places, they will then be reconsidered in accordance with the admission criteria. Applications received after the closing date will only be considered alongside on time applications if received by 31st January 2015 under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms
OR
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form

Note 3

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place may apply in writing to the Chair of the Academy Committee, stating the reason for the appeal. The letter should be forwarded before the deadline of (17 April 2015). Appeals will be heard by an independent Appeals Panel whose decision will be binding on all parties.

Note 4

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.

Note 5

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) names(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 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 due to persecution or fear, the destruction of the church and the original records, or where baptism 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).

Note 6

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.

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

Completed application forms should be forwarded to Hagley Catholic High School. Individual applications to Year 7 and above will be considered as and when they are received according to the vacancies in each year group.

The school have adopted the "Fair Access Protocol", copy of which is available on the school web site.

Criteria for Admission for Hagley Catholic High School Sixth Form For Admission from September 2015/2016

Hagley Catholic High School is an Academy and therefore the Academy Committee acts as its own admissions forum.

The Academy Committee of Hagley Catholic High School are 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 ⁽¹⁾ and children who were looked after, but ceased to be so because they were adopted ⁽²⁾ (or became subject to a residence order ⁽³⁾ or special guardianship order ⁽⁴⁾) 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 school 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 school 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 school.