

ST. BENEDICT'S CATHOLIC HIGH SCHOOL

Admissions Policy: 2017/2018

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

The Admission Policy of the Governors of St Benedict's Catholic High School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government 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 school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

The School's Published Admission Number (PAN) in Year 7 for the school year 2017/18 is 140.

If the number of applications exceeds the PAN, the governors will give priority to applications in accordance with the criteria listed, provided that the governors 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 St Benedict's Catholic High School at the time of admission and then distance.

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).
2. Baptised Catholic children who currently attend a Catholic feeder school (see Note 4 below)
3. Baptised Catholic children who live in a feeder school parish area (see Note 4 below)
4. Other Baptised Catholic children
5. 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).
6. Non-Catholic children who currently attend a Catholic feeder school
7. Other Non-Catholic children.

OVER-SUBSCRIPTION

Where there is a need to split any category or group of pupils, places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from centre point of the applicant's home address location to the centre point ("centroid") of the preferred school. (All measurements are subject to slight change due to updates of mapping data).

In a very small number of cases it may not be able 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 school is exactly the same, for example, a block 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 PAN to be exceeded, the individual priority for each applicant will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service, Communities Group in the

presence of a Local Authority solicitor. The order of the draw will be recorded and countersigned at the time. As an exception, the Governing Body will give careful consideration to offering places above the PAN to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) that names the school will be admitted first. This will reduce the number of places available to other 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. This must be sent directly to the school. 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. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

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 designated feeder schools and appropriate parishes for St Benedict's Catholic High School are:

Our Lady's Catholic Primary School, Alcester
St. Catharine's Catholic Primary School, Chipping Campden
St. Gregory's Catholic Primary School, Stratford-upon-Avon
St. Mary's Catholic Primary School, Broadway
St. Mary's Catholic Primary School, Evesham
St. Mary's Catholic Primary School, Henley in Arden
St. Mary's Catholic Primary School, Studley

Parishes:

Our Lady and St. Benedict, Wootton Wawen, Warwickshire
Our Lady and St. Joseph's, Alcester, Warwickshire
Our Lady and St. Kenelm, Stow-on-the-Wold, Gloucestershire
Our Lady and the Apostles, Brailes, Banbury, Oxfordshire
St. Catharine's, Chipping Campden, Gloucestershire
St. Francis of Assisi, Kineton, Warwickshire
St. Gregory the Great, Stratford-upon-Avon, Warwickshire
St. Joseph the Worker, Bidford-on-Avon, Warwickshire
St. Mary and St. Egwin, Evesham, Worcestershire
St. Mary, Studley, Warwickshire
St. Saviour, Broadway, Worcestershire

Maps of the parish areas are available at the school and parish or by post on request.

Note 5

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. Documentary evidence may be required.

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

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 must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body. 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 Governing Body will consider requests submitted and advise the parents of the outcome of that request 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 Governors to refuse their child a place in the school may apply in writing to Chair of Governors via the school's main 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

Applications received after the closing date will be processed by Warwickshire Local Authority in accordance with the Warwickshire Local Authority's admissions co-ordinated scheme.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (In-year applications)

An application should be made to the Local Authority who will need to consult with the Governing Body.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2017 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 Governing Body in admission criteria order. When a new child joins the waiting list, all applicants on that 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. 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

Please refer to the agreed policy with the Local Authority for admission of previously excluded or hard to place children

YEAR 12 ADMISSIONS POLICY

St Benedict's Sixth Form is a mixed Sixth Form that welcomes applications from students at other schools as well as from those already at St Benedict's. The school's PAN for external students joining Year 12 in September 2017 is 10.

Academic Criteria for Admission to the Sixth Form:

1. International Baccalaureate Diploma - For those students interested in studying the International Baccalaureate Diploma they will need to achieve a minimum of Grade B or 5 at GCSE in six subjects with a minimum of Grade C or 4 at GCSE in English and Mathematics. Students wishing to study Higher Level Mathematics will require a minimum of Grade A* or 8 at GCSE in Mathematics.
2. BTec Plus - Students who wish to study the BTec Plus will be required to achieve a minimum of Grade C or 4 at GCSE in four subjects, preferably including English and Mathematics. For the Health and Social Care BTec Plus course a Grade B or 5 at GCSE in Biology is preferable. Where the student wishes to study an International Baccalaureate programme subject a minimum of Grade B or 5 at GCSE will be required in that specific subject.

Admissions Process Year 12

Students applying for a place in Year 12 in September 2017 will be encouraged to attend the Sixth Form Open Evening that takes place in November 2016. Applications for Year 12 must be completed using the Sixth Form Application Form that is available in hardcopy from the school or online on our school website. All applications must be returned by the date specified by the school (please check the website for details).

All students will be invited to attend a meeting with the school accompanied by a parent where study programmes and subject choices will be discussed. For external applicants, a reference from their previous school will also be required.

Following the meeting, a letter will be sent to applicants confirming the decision made regarding a place in Year 12. All offers of a place in Year 12 will be made subject to the student meeting the entry requirements.

All those who have received offers of a place will be invited to attend the Sixth Form Induction Day held in July of the year of entry.

Students holding conditional offers must confirm acceptance of their place following receipt of their GCSE results in August. The deadline for confirmation is 1.00pm on GCSE Results Day.

Guidance will be given to students who wish to consider a change of subject choice following receipt of GCSE results.

Oversubscription to the Sixth Form

Subject to the applicants satisfying the minimum academic requirements if the number of external applications exceeds the PAN for Sixth Form, the Governors will give priority to applications in accordance with the criteria listed below. In all categories, priority will be given to those who have a brother or sister (see Note 3 above) attending St Benedict's Catholic High School at the time of admission and then distance.

1. Baptised Catholic children (see Note 2 above) who meet the minimum academic requirements and 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).
2. Baptised Catholic external applicants who meet the minimum academic requirements. Following the publication of GCSE results in August 2017, external applicants who meet the minimum academic requirements will be offered places in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from centre point of the applicant's home address location to the centre point ("centroid") of the preferred school. (All measurements are subject to slight change due to updates of mapping data).
3. Non-Catholic children (see Note 2 above) who meet the minimum academic requirements and 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).
4. Non-Catholic external applicants who meet the minimum academic requirements. Following the publication of GCSE results in August 2017, external applicants who meet the minimum academic requirements will be offered places in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from centre point of the applicant's home address location to the centre point ("centroid") of the preferred school. (All measurements are subject to slight change due to updates of mapping data).

In a very small number of cases it may not be able 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 school is exactly the same, for example, a block 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 PAN to be exceeded, the individual priority for each applicant will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service, Communities Group in the presence of a Local Authority solicitor. The order of the draw will be recorded and countersigned at the time. As an exception, the Governing Body will give careful consideration to offering places above the PAN to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The Governing Body reserves the right not to run subjects where, in the reasonable opinion of the Governing Body, it is not economical to do so due to the number of students for that subject.

Appeals

All applicants refused places will be notified that they have a right of appeal through an independent appeal panel. If there are insufficient applicants meeting the entry requirements, the school does not have to fill all the places.

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

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 (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 Governing bodies of Catholic schools 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 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.)