

## 2016/2017 ADMISSION POLICY

### **ARCHBISHOP ILSLEY CATHOLIC SCHOOL**

The admissions process is part of the Birmingham local authority co-ordinated scheme.

The Admission Policy of the Governors of Archbishop Ilsley Catholic 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 here. The School's Admission Number for the school year 2016/17 is 210.

If the number of applications exceeds the admission number, 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).

In all categories the governors will give priority to those who have a brother or sister (see note 3 below) attending Archbishop Ilsley Catholic School at the time of admission and then to those children living closest to the school determined by shortest distance (see note 5).

1. Baptised Catholic children (see note 2 below) who are in the care of a local authority (children in care) 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, a child arrangements order or a special guardianship order.
2. Baptised Catholic children who currently attend a Catholic feeder school.
3. Baptised Catholic children who currently live in the parish area of a feeder school who are not currently attending a feeder school.
4. Other baptised Catholic children.
5. Non-Catholic children who are in the care of a local authority (children in care) 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, a child arrangements order or a special guardianship order.

6. Non-Catholic children who currently attend a Catholic feeder school.
7. Other non-Catholic children.

**Note 1**

Children with a Statement of Special Educational Needs or an Education, Health & Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

**Note 2**

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

Parents making an application for a Catholic child should also complete the school's Supplementary Information Form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

The Supplementary Information Form is available from the school upon request and will require information on the child's place and time of baptism including a copy of the baptismal certificate.

**Note 3**

For Catholic and non-Catholic children 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 foster children;
- The children must be living permanently in the same household.

**Note 4**

The designated feeder schools for Archbishop Ilsley Catholic School are: Corpus Christi, English Martyrs, Holy Souls, Our Lady of Lourdes, St Ambrose Barlow, St Bernard's, St Cuthbert's and St Thomas More.

The Parish areas for the feeder schools are as follows: English Martyrs, Holy Souls, Our Lady of Lourdes, St Ambrose Barlow, Corpus Christi and St Thomas More. Parish maps are available in the parishes.

**Note 5**

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the front gate of the school. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

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 where there are twins, or if the distance between the home and 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 legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

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 for the majority of the school week. 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 and proof may be requested.

### **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 the Chair of Governors. 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 only be considered alongside those received by the closing date 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 the application forms OR
- The family were unable to comply with the admissions 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.

### **CHANGE OF PREFERENCE**

Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in 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.

Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in the circumstances, will have that application refused.

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

An application should be made to the Governing Body at the school.

### **WAITING LISTS**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list.

The local authority will send Voluntary Aided and Foundation Schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 31<sup>st</sup> December 2015 and will then be discarded. Parents may apply for their child's name to be reinstated.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applications accepted will be added to the school's list in accordance with the order of priority for allocating places.

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

## **IN YEAR FAIR ACCESS POLICY**

The governing body have adopted the LA fair access policy for admission of previously excluded or hard to place children.

## **Sixth Form Admissions**

### **YEAR 12 ADMISSIONS POLICY**

Children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children's 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, a child arrangements order or a special guardianship order, will be given priority subject to the entrance requirements.

#### **1. From where do we recruit?**

Archbishop Illesley 6<sup>th</sup> Form recruits the majority of students from Year 11 and a small yet increasing proportion from local schools.

#### **2. How do we recruit?**

- Initially through 6<sup>th</sup> Form Open Evening in October and through promotional days with year 10.
- Assemblies
- Transition interviews with Year 11 in Jan/Feb
- Attending open evenings / days at local schools without sixth forms
- To individual courses, we attend NEST open evenings and promotional days

#### **3. What are the entry requirements for Year 12?**

- A/S courses – a minimum of 5 GCSEs at grade C or above (to include Maths and English Language.) Some courses may require a higher grade (see individual course details in prospectus).
- Level 3 BTEC / vocational courses - a minimum of 5 GCSEs at grade C or above (including English Language.)
- Level 2 Courses – 4 GCSEs grades A\* to E

#### **4. What are the entry requirements for Year 13?**

In order to continue into year 13, students must have achieved at least an E grade or equivalent in their course, at the end of Year 12.

Students must have a timetable that incorporates more than 2 A Levels or equivalent.

## **5. What else is considered?**

For external students, the admissions process is the same as for internal students; however, a reference is requested from their current institution that asks about their predicted grades, conduct, attendance and punctuality.

## **6. Capacity**

The maximum number of students into the sixth form is capped at 250.

This does not include NEST students who only attend individual courses for one or two days, but who are enrolled in another institution.

## **Appendix**

### **DEFINITION OF A “BAPTISED CATHOLIC”**

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

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 *Right 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).*