

The John Fisher School



ADMISSIONS POLICY

Admissions to Year 7 in September 2019

The John Fisher School is a voluntary aided, all-ability, Catholic school for boys. The school is conducted as a Catholic school in accordance with the Code of Canon Law promulgated by the Apostolic See and teachings of the Catholic Church. The Governing Body, acting through its Admissions Committee, will admit 189 boys each year at age 11 without regard to aptitude or ability. The Governors, in applying this Admissions Policy, will ensure that it conforms to the requirements of the Disability Discrimination Act (2005).

In this policy '**Candidate**' means the boy for whom a place at The John Fisher School is being sought; '**Applicant**' means the parent/ carer of the Candidate; '**Baptised**' means baptised in accordance with the rite of the Roman Catholic Church or in accordance with the rite of another Church that is in full communion with the See of Rome (see Appendix I). 'Catholic' means the Roman Catholic Church or another Church that is in full Communion with the See of Rome (see Appendix I).

The John Fisher School is part of the Pan London Coordinated Admissions Scheme for secondary admissions. Applicants must complete their Home Local Authority Common Application Form (CAF) and return it to their Home Local Authority by the closing date. Sutton's CAF is available in Sutton's Transfer from Primary to Secondary School booklet or online at www.sutton.gov.uk/education/admissions. If an applicant wishes to apply for a place, The John Fisher School must be named as one of the preferences on the CAF. Applicants should also complete The John Fisher School Supplementary Information Form (to enable the Governors to apply their admission criteria), which is available from the school and from the London Borough of Sutton on their website. The Supplementary Form must be returned to the school by **31st October 2018**. If an applicant completes the Supplementary Information Form but does not name the school on the CAF it will not be treated as a valid application. Without the Supplementary Information Form, the Governors can only consider the application after all those with Supplementary Information Forms have been considered.

Over-subscription Criteria

Where applications exceed the number of places available, after allowing for places allocated to Candidates with a Statement of Special Educational Needs naming the School or who the Admissions Committee reasonably believes will receive such a statement before 1st September in the year of intended admission, priority will be given as follows:

The Governors, as part of the Pan London Co-ordinated Admissions Scheme, are required to place into rank order all applicants and submit the ranked list to Sutton LA. The Governors will rank Candidates in Category A before Candidates in Category B.

Within Category A the Governors will rank Candidates in order, ie: Sub-section 1 (Looked After Boys) then Sub-section 2 (Siblings) followed by Sub-section 3 and 4. In Sub section 3 and 4 (see Table 1) the Governors will rank Candidates in the following sub-category order **a, b, c, d, e, f, g, h, i**.

Within Category B the Governors will rank Candidates in order, ie: Sub-section 1 (Looked After Boys) followed by Sub-section 2.

Category A Candidates (Roman Catholic Boys)

159 places will be awarded under categories 1-3 and an additional 30 places offered within criterion 4 as follows:

- 1 Looked After Boys (See Appendix V)
- 2 Candidates with an older sibling at the school in September 2019
- 3 Candidates who do not have an older sibling at the school in September 2019

Applications in this category will be placed within one of the following sub-categories as shown in Table 1 by reference to the Supplementary Information Form and Priest's Reference form, attached to this policy document.

Table 1

	Baptism	Mass Attendance
a	Baptised on or before one year of birth	Weekly for at least three years
b	Baptised after one year of birth	Weekly for at least three years
c	Baptised on or before one year of birth	Weekly for at least one year
d	Baptised after one year of birth	Weekly for at least one year
e	Baptised on or before one year of birth	Fortnightly for at least three years
f	Baptised after one year of birth	Fortnightly for at least three years
g	Baptised on or before one year of birth	Fortnightly for at least one year
h	Baptised after one year of birth	Fortnightly for at least one year
i	All other Baptised Roman Catholic candidates	

- 4 Thirty additional places will be awarded to candidates living in the Roman Catholic Sutton Deanery, who meet the criteria in Table 1, and who have not gained places under criteria 1-3 above. Applicants will be ranked according to Table 1 and the subsequent notes. Should there be insufficient applicants to fill these 30 places, remaining places will be offered to remaining candidates in criteria 1-3.

Within each category and sub-category where there are medical or other special reasons why a Candidate should be admitted to the School and not to any other school for which the Candidate may be eligible, the Governors will give priority to the Candidate above others in that category or sub-category. Supporting evidence from a doctor, social worker or educational welfare officer must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation and it will be entitled to rely entirely on the material supplied by the Applicant.

Within each category and sub-category Candidates will be ranked according to proximity to the School from the Candidate's home address. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the child's home address using the GIS system maintained by Sutton's School Admissions team, with those living closer to the school receiving the higher priority.

Where two or more applicants share priority for a place, e.g. where two children live equidistant from a school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Where a parent/ carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

Note: The School is normally over-subscribed by Category A Candidates.

Category B Candidates (Other boys)

- 1 Looked After Boys **in the care of families or previously Looked After Boys who have been adopted or who have become the subject of a residence or guardianship order.**
- 2 Proximity to the School from the Candidate's home address the distance measured in a straight line by the London Borough of Sutton using a Computerised Information System. The main door of the school is the point within the school from which the distance to the Candidate's home will be measured. (See Appendix III).

Withdrawal of Offer

The Admissions Committee reserves the right to verify any information supplied and to require further evidence including evidence that the address given is the normal weekday address of the child. Where fraudulent or deliberately misleading or incorrect information has been supplied and that information has led to a place being offered which would not otherwise have been offered, the Admissions Committee reserves the right to withdraw the offer.

Right of Appeal

Parents/Carers whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Waiting List

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Waiting lists for Year 7 admission will be kept open until the end of the Autumn term 2019. Parents/Carers wishing to remain on the list after this date must write to Sutton Local Authority by 31 December 2019 stating their wish and providing the child's name, date of birth and the name of their current school. After 31 December 2019, parents/carers whose children are not already on the waiting list but who wish them to be so, must apply for mid-term admission through their Home Local Authority. Waiting lists for other year groups will be reviewed at least twice a year.

Please note:

Applications received after the closing date will be dealt with in accordance with the above over-subscription criteria and with the London Borough of Sutton Co-ordinated Scheme Policy on late applications.

Those applying for admission outside the normal admissions cycle – for example, those moving into the area in the course of the year – will be considered under the same criteria as those applying for entry at the usual time.

After the start of the academic year, applicants for mid-term admissions and waiting lists will be managed in accordance with the London Borough of Sutton's co-ordinated scheme for mid-term admissions. Applications for admission to Year 7 after 1 September 2019 and for admission into Years 8 to 11 in 2019/20 must be made to your Home Local Authority on their mid-term or in-year application form. If you wish to apply for a place at this school, you must name the school as one of your preferences on the application form.

Admissions to the Sixth Form (Year 12) in September 2019

Candidates for the Sixth Form may be in Year 11 at The John Fisher School or following courses at other schools. All Candidates, both internal and external, will be invited to discuss course options in the Sixth Form. For acceptance on a particular course Candidates would be expected to meet the minimum requirements for the course (see separate Sixth Form prospectus). For some courses there is a limit on the number of students that can be accepted on them. The school reserves the right to not run a particular course should insufficient students apply for places on it.

The total number of places made available each year will normally be 150. A minimum of five places are available for external Candidates: more places may be available depending on the uptake of places by internal Candidates. External Candidates who meet the course requirements are usually admitted without having to apply oversubscription criteria. However, this can only be a guideline and will depend on the number of applications. In the event of oversubscription, the same criteria will be applied as for entry to Year 7. A student of sixth form age may make their own application without the consent of his parents/carers. Applicants have a statutory right of appeal if a place is not offered.

Students already attending The John Fisher School

A pupil who attends The John Fisher School in Year 11 is guaranteed a place, subject only to:

1. The achievement of the academic requirements for the courses contained in the Sixth Form prospectus; and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the Student.

Students applying from schools other than The John Fisher School

The Governors warmly welcomes applications for Sixth Form entry from other schools. Places will be allocated to those who meet the criteria set out below:

1. The achievement of the academic requirements for courses contained in the Sixth Form prospectus, (available from the School); and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the Student.

Oversubscription

In the event that more applicants meet the required criteria than the total course or subject places available, the Governors will, in each case, apply priority as follows:

1. The criteria for entry to Year 7.
2. Proximity to the School from the Candidate's home address the distance measured in a straight line by the London Borough of Sutton using a Computerised Information System. The main door of the school is the point within the school from which the distance to the Candidate's home will be measured.

Appendices and Explanatory Notes

APPENDIX I

Churches in communion with the See of Rome. In the context of school admissions, Catholic Children are defined as Children who are baptised or received into the Catholic Church, Children baptised or received into the Eastern Churches in union with Rome and Children of members of the Ordinariate.

Alexandrian:	Coptic Ethiopian
Antioch:	Malankrese, Malonite, Syrian
Armenian Constantinople:	Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian Ruthenian, Slovakian Ukranian, Hungarian
Chaldean:	Malabar.

Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches are **not** in union with the See of Rome.

APPENDIX II

Notes on Catholic Practice

Extracts from the current Code of Canon Law:

Baptism

Canon 867 Parents/Carers are obliged to see that their infants are baptised within the first few weeks. As soon as possible after the birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it.

Explanatory notes: Catholic practice, as outlined in Canon Law, obliges parents/carers to see that their child is baptised as soon after birth as possible. The Governors have made a distinction between those baptised on or before one year of birth and those children who were baptised after one year of birth. Where baptism was **unavoidably** delayed beyond one year of birth and **baptism took place as soon as possible**, the Governors will consider the baptism to be on or before one year of birth. For example, where a child has been baptised as a result of Catechumen initiation and has followed a RCIC (Rite of Christian Initiation of Children) course. The applicant should complete Table 1 on the Supplementary Information form. Documentary evidence from a Catholic priest should be provided. Priority will be given in the order given in Table 1.

Mass Attendance

Canon 1247 - On Sundays and other holy days of obligation, the faithful are obliged to participate in the Mass.

Explanatory notes:

Catholic practice refers to the Candidate's attendance at Mass on either Saturday evening or on Sunday. The Governors will seek confirmation from both the Supplementary Information Form and Parish Priest's Reference that Mass attendance has been sustained over a period of time. The Governors consider that Mass attendance should be for a minimum of three years, unless parents/carers can provide reasons why this may not have been possible. Applicants who cannot provide evidence of three years' Mass attendance will be placed in the lower category of Mass attendance – one year. Applicants who cannot provide evidence of any Mass attendance will be placed in the lowest category available. **It is the responsibility of applicants to provide evidence of duration of Mass attendance.**

Where a Candidate regularly attends Mass at more than one parish it is important that this is confirmed by the Priests at each parish in order that he can be placed in the correct category or sub-category. Priority will be given in the order given in Table 1.

APPENDIX III

The Candidate's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent/carer who is claiming Child Benefit for the child. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team. Any offer of a place under this criterion is conditional on the child being resident at the address provided.

The address to be used for the initial allocation of places to Year 7 will be the Candidate's address at the closing date for application. Changes of address up to 10th December 2018 may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents/carers have a responsibility to notify the Local Authority of any change of address.

APPENDIX IV

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Years 11 or 12 at the time of application to start Year 7 in September 2019, they will be deemed as being in the school at the time of admission, unless the parent/carer has specifically expressed that they will not be continuing in to the following academic year. If the Candidate will have a sibling at a school in September 2019 it is important that you include the sibling's details in Section A: 4 of the Supplementary Information Form to ensure that, if applicable, sibling priority is given. ***NB: You should not name any child who is not a sibling.***

APPENDIX V

Looked After Children in Category A - 1

By law, children who are Looked After by a Local Authority receive top priority for a school place. As a Faith School the Governors give priority to Looked After Catholic boys or Looked after Boys in the care of Catholic families and previously Looked After Catholic boys who have been adopted or who have become the subject of a residence or guardianship order. Within Category B, Looked After Children are given the highest priority. The Governors may consider non-Catholic Looked After Children in the care of Catholic families within Category A. The Governors will consider the individual circumstances and will seek advice from other agencies where necessary.

APPENDIX VI

Applications for Candidates with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan.

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

The School welcomes pupils of all aptitudes and abilities, and will work with the Local Authority to ensure that proper provision is made for any child admitted with a statement of Special Educational Needs. The Governors and The School will follow the guidance given in the Special Educational Needs Code of Practice issued by the Department for Children, Schools & Families.

Children with a Statement of Special Educational Needs that name the school will be allocated a place before other applicants are considered. In this way, the number of places to be offered, as set out in first section of this policy, will be reduced by the number of children with a statement that has named the school.

APPENDIX VII

Applications for Candidates who are Disabled

The Governors, in applying this Admissions Policy, will ensure that it conforms to the requirements of the Disability Discrimination Act (2005).

For all Pupils, regardless of ability or disability, the Governors are committed to overcoming barriers to full access to the curriculum arising from the nature of the School buildings. Hence they are committed to increasing the accessibility of the buildings and are working with the Local Authority to develop a rolling programme of access improvements. Where considerable expense is involved, this programme may take some time to achieve. The School welcomes and makes every effort to accommodate pupils, irrespective of ability or disability, and works closely with Parents/Carers and Pupils to achieve good access to the buildings, the curriculum and the life of the School. However, the buildings can present significant barriers to full inclusion for certain Pupils. Applicants who feel that their child might experience difficulties in accessing the curriculum are asked to make an appointment with the School to discuss arrangements and inspect the facilities. This visit should take place before submitting an application so that the suitability of the premises can be assessed and the School can have the maximum opportunity to overcome the barriers, if at all possible.

If a disability is likely to result in significantly reduced access to the curriculum, the Governors will undertake further consultations, in the interests of the child.

APPENDIX VIII

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group and ahead of any waiting list.