

## SACRED HEART CATHOLIC SCHOOL ADMISSIONS POLICY 2018/19

Sacred Heart School is a Voluntary Aided Secondary School in the Catholic Archdiocese of Southwark. The Catholic Diocese founded the school in 1959 to provide education for boys and girls 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.

Whenever there are more applications than places available, priority will be given to baptised Catholic applicants in accordance with the over-subscription criteria listed below. In 2018 we intend to admit 120 applicants.

### **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.

### **Over-Subscription Criteria**

Whenever there are more applications than places available, priority will be given to baptised Catholic applicants in accordance with the oversubscription criteria listed below.

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:***

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who ceased to be so because they were adopted (or became subject to a child arrangement/residence or special guardianship order).
2. Children who, together with one or both parents, are baptised, practising members of the Catholic Church and who attend one of the following local Catholic feeder primary schools: St Joseph's Junior, Camberwell; English Martyrs', Walworth; St James the Great, Peckham; St Francis, Peckham; St Francesca Cabrini, Honor Oak; St Anthony's, East Dulwich; St George's Cathedral, Southwark; St Helen's, Brixton; St Anne's, Vauxhall; and are resident in the Camberwell, Cathedral or Lambeth Deaneries.
3. Children who, together with one or both parents, are baptised, practising members of the Catholic Church and are resident in the Camberwell, Cathedral or Lambeth Deaneries.
4. Children who are baptised members of the Catholic Church and are resident in the Camberwell, Cathedral or Lambeth Deaneries.
5. Children who are baptised members of the Catholic Church.
6. Other looked after children, or children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement/residence/special guardianship order)
7. Children who are baptised members of Historic Eastern Churches.
8. Children who are members of churches that are part of Churches Together in England.

9. Any other applicants.

***Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied in each of the previous categories in order of priority.***

- i) The attendance of a brother(s) or sister(s) at the school at the time of admission.
- ii) Pupils who are currently attending one of the following local Catholic feeder primary schools: St Joseph's Junior, Camberwell; English Martyrs', Walworth; St James the Great, Peckham; St Francis, Peckham; St Francesca Cabrini, Honor Oak; St Anthony's, East Dulwich; St George's Cathedral, Southwark; St Helen's, Brixton; St Anne's, Vauxhall.
- iii) The deaneries would be prioritised in the following order- Camberwell, Cathedral and Lambeth.
- iv) Exceptional social or medical need of the child, which can be most appropriately met at this school. Written evidence from a professional such as a registered health worker, doctor, social worker or priest must be provided. This should set out the particular reason why the Sacred Heart School is the most suitable and the difficulties that would be caused if the child had to attend another school.
- v) Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest the school using a straight line measurement from the front door of the applicant's home to the main gate of the school.

### **Application Procedures and Timetable**

A Common Application Form (CAF) from the parents' home local authority (LA) must be completed and returned to that LA by the set date in 2017. Any late applications will be considered after those returned on time.

A Supplementary Information Form (SIF) – Section A (Information About Religious Practice) should be filled in by the parents/carers and returned to the school by the closing date together with copies of the Baptism Certificate as evidence of religious membership of the Catholic Church, and Communion Certificate (if available). Any late applications will be considered after those returned on time.

A Supplementary Information Form (SIF) – Section B (Priest's Reference) must be completed by, in the case of Catholic children, a Catholic priest and in the case of other children from other denominations or faiths, a religious leader. This form should be sent direct to the school by the priest or religious leader who signed it.

Completion of a Supplementary Information Form (SIF) is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the 'any other applicants' category.

These forms must be brought or sent to the Admissions Officer, Sacred Heart Catholic School, Camberwell New Road, London SE5 0RP.

Parents will be advised of the outcome of their applications by their home LA on the set date in March 2018. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.

***Applicants are requested to note that unless they have applied on the home LA form (CAF) AND the Sacred Heart form (SIF), submitted a completed Religious Practice forms and copies of the relevant certificates by the deadline, their application will only be considered after those who have met the deadline. Sacred Heart RC School will comply with the Southwark co-ordinated admissions process and timetable for year.***

***Any late applications made between the offer date and 31<sup>st</sup> August will need to be made through the LA***

### **Waiting Lists**

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. A waiting list will be maintained by the LA until the 31<sup>st</sup> August of the academic year and subsequently by the school for one term. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **In-Year (Casual) Admissions**

Applications for a place at the school in-year must be made using the common application form of the LA where the child resides. This form must be returned to the LA. The school's Supplementary Information Form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the Schools 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.

### **Pupils with a Statement of Special Educational Needs**

## ***Pupils 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.*

### **Notes (these notes form part of the over-subscription criteria)**

- “Looked after children” has the same meaning as in section 22 of the Children’s Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). Please note that children in private fostering arrangements are not considered looked after children.
- Catholics are defined as those who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with the See of Rome and children of members of the Ordinariate.
- “Practising members of the Catholic Church” refers to people who:-
  - a) have attended Sunday Mass regularly over at least three years. (See Canons 1246, 1247 and 1248 of the current Code of Canon Law 1983). Higher priority will be given where there is a higher frequency of attendance as specified on the supplementary form;
  - b) have had their children baptised as infants (see Canon 867 of the current Code of Canon Law 1983);
  - c) have had their children receive First Communion at the age of reason (see Canons 913, 914, 97 of the current Code of Canon Law 1983);
  - d) applications will be ranked in the order shown on the Supplementary Information Form; priority being given firstly weekly Mass attendance, then fortnightly, etc.
- “Catechumen” means a member of the catechumenate of the Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- “Historic Eastern Church” includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- A brother or sister is defined as a brother or sister through blood, a half brother or sister, adopted brother or sister, step brother or sister, and, in every case, who is living as part of the same family unit at the same address.
- To demonstrate an exceptional social or medical need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional such as a registered health worker, doctor, social worker or priest.

