

SACRED HEART CATHOLIC SCHOOL ADMISSIONS POLICY 2019/20

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 2019 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 have been adopted.
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 and 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 previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.

*see notes section for definition

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.

Tie Breaks

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 of the primary schools will be prioritised in the following order - Camberwell, then Cathedral, then Lambeth.
- iv) Exceptional social or medical need of the child, which can be most appropriately met at this school. Written evidence (no more than one year old) 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 on Camberwell New Road.

*see notes section for definition

Admissions of Children Outside Normal Age Group

Parents/carers wishing to request admission outside of their child's normal age group at a Southwark school must complete and return the form "Request for admission outside of a child's normal age group" which is available at www.southwark.gov.uk/schooladmissions. Alternatively, the form can be requested from the school admissions team by email at schools.admissions@southwark.gov.uk or by telephone on 020 7525 5337. This form will be passed to the school for consideration and a decision by the school governors.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher.

When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable.

Even if the governors agree to the parent/carer's request to admit the child outside of their normal age group, there can be no guarantee of a school place being available at the school. This will be dependent on whether the child fulfils the admissions criteria and the number of applicants applying. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

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 31st October 2018. Southwark residents must complete an online application when applying for their child's Year 7 place as Southwark LA no longer accepts paper applications. 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 parent/guardian 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 1st March 2019. 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 Catholic School will comply with the Southwark co-ordinated admissions process and timetable for year.

Any late applications made between the offer date and 31st 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 31st 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 an Education, Health and Care (EHC) Plan

The admission of pupils with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of 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 EHC plan naming the School will be admitted without reference to the above criteria.

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

- 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Any references to previously looked after children in the School Admissions Code 2014 means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately after having been looked after.

- 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. The school may require documentary proof in order to consider these entry criteria.

- 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.