



## **ADMISSIONS POLICY FOR ALL SAINTS 2011**

*'Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these'. (Matthew 19.14)*

All Saints RC 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.

The governing body has responsibility for admissions to this school and will normally admit up to 178 pupils at the age of 11 each year.

### **Over subscription Criteria**

**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' children from Catholic families.
2. Baptised Roman Catholic children attending a Catholic primary school.
3. Other baptised Roman Catholics.
4. Other 'looked after' children.
5. Catechumens and members of an Eastern Catholic Church.
6. Children with a brother or sister at the school at the time of enrolment (1st September 2011).
7. Children attending a Catholic Primary school.
8. Christians of other denominations whose application is supported by a letter from a minister of religion or other religious leader and the parents.
9. Any other applicants.

Notes:

Where the offer of places to all applicants in any of the categories listed above, would lead to over subscription within a category, then the following criteria will be used in the order given:

1. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an applicant within each category.
2. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school, this may at the discretion of the governors increase the priority of an application within a category.
3. Where the offer of places to all 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 with the closest safe walking route.

**Application Procedure    *There are two forms to complete.***

**Form 1**    Application to All Saints School in the first instance is through the common Application Form of the child's 'home' Local Authority (LA). This should be completed and returned to the 'home' LA by its deadline.

The closing date for receipt of the York form is **31 OCTOBER 2010**. If you do not live in the York Authority please check dates with your home LA.

**Form 2**    For those wishing for a place on a faith basis it is essential that you complete an additional Application Form from All Saints and provide the required extra information. This form will be available via the School Brochure or directly from the School. It should be completed and attached to a copy of the child's Baptismal certificate and any relevant supporting letter(s).

This form together with any relevant additional information must be submitted to the **Admissions Secretary at the school by 31 December 2010**.

Parents will be advised of the outcome of their applications on **1<sup>st</sup> March 2011**. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right to an independent appeal.

Parents and carers, who move into the area and apply for a place at the school before 31 December, will be included in the allocation. Those parents moving into the area and applying after the 31 December will be given individual consideration at the discretion of the Governors.

All parents/carers already living in the area but applying after 31 December 2010 will be given individual consideration at the discretion of the Governors.

## **Waiting Lists**

The Governors will operate a waiting list for those children who are not successful in being allocated a place. Parents and Carers who are not successful will need to inform the school in writing of their wish for their child to join the list. The waiting list will be ranked according to oversubscription criteria stated in the Admissions Policy. The waiting list will close at the end of December of the year of entry for the Year 7 intake. For all other intakes names will remain on the list for until the end of term in which the application is made after which time reapplication to remain on the list must be made..

## **Admission of pupils into Year 10 September 2011**

Due to the school being on a split site All Saints RC School have a different admission number for entry into Year 10. The admission number is 15. This number indicates the number of places available for those pupils who are not currently on the roll of All Saints RC School. Those pupils on roll will automatically transfer from Year 9 to Year 10 in September 2011 and will not need to apply for a place.

To apply for a place in Year 10 for September 2011:

1. Parent/carers should complete an Application Form available from the school. This form should be completed and returned to the Admissions Secretary at the school by the 31 December 2010. You should also notify the LA in which you live of your request for a change of school.
2. Parent/carers will be advised of the outcome of their application by the 1<sup>st</sup> February 2011.

If there are more applications than the number of places available, places will be offered according to the same order of priority as for Year 7 places, noted earlier in this policy.

**Parents applying to the School after the Start of Year 7 (please see previous paragraph for admissions at the start of Year 10 (using a Blue Application Form)).**

No applications will be accepted more than 12 months before the proposed date of entry. Decisions on applications for all entries to the school for September each year will be made by the Governors' Admissions Committee usually by the end of February. If the year is full then the over subscription criteria and waiting list process will be used.

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

The admission of pupils with a statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the Pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Conduct.

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

1. 'Looked after child' has the same meaning as in Section 22 of the Children Act 1989. In broad terms this means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
2. 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this.
3. 'Catechumen' means a member of the catechumenate of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.
4. 'Eastern Christian Church' is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. 'Brother and sister' includes half and step brothers or sisters.
6. To demonstrate an exceptional social, medical or pastoral 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 social worker, doctor or priest.
7. Distances will be measured using the LA's GIS system from the home front door via the shortest, safest walking route to the school.

***Please ensure that all information supplied is accurate. The school will withdraw the offer of a school place if an application is found to be fraudulent.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Governors

Agreed by Governing Body on

<b>Person Responsible:</b>	<i>H Bickley Deputy Headteacher</i>
<b>Reviewed by:</b>	<i>Governors' Admissions Committee</i>
<b>Last Reviewed:</b>	<i>Jan 2010</i>
<b>Adopted by Governing Body:</b>	<i>Jan 2010</i>
<b>Next Review:</b>	<i>Jan 2011</i>