

# GOVERNORS' ADMISSION POLICY FOR ENTRY IN SEPTEMBER 2018



## Introduction

The school is provided by the Trustees of the Roman Catholic Diocese of Portsmouth and is maintained by Hampshire County Council. It serves the North West Hampshire Pastoral Area of the Roman Catholic Diocese of Portsmouth. The Governing Body of the school is responsible for all admissions of children and it has determined the following admissions policy:

- The Governing Body plans to admit 180 children in 2018-19 into Year 7.
- All Catholic applicants will be required to present a Baptismal Certificate or evidence of being received into the church with their application.
- Applications from members of other Christian Churches or other faiths must indicate verification of membership by a minister or faith leader, e.g. certificate of dedication, statement of membership. The Supplementary Information Form should also be signed in the appropriate place when submitted.
- Should there be more applications than places available, children will be admitted in the following order of priority:
  1. Baptised Catholic children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and Baptised Catholic children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
  2. Baptised Catholic children from the Catholic primary schools of St. Anne's and St. Bede's in Basingstoke and St. John the Baptist in Andover, if Supplementary Information Form and evidence supplied.
  3. Baptised Catholic children resident in the North West Hampshire Pastoral Area, comprising parishes of St. Joseph's (Basingstoke), Holy Ghost (Basingstoke), St. Michael's (Tadley), The Sacred Heart (Hook) and St. John the Baptist (Andover), if Supplementary Information Form and evidence supplied.
  4. Baptised Catholic children resident outside the above parishes, if Supplementary Information Form and evidence supplied.
  5. Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
  6. Christian children or children from other faith traditions.
  7. All other applicants.

# GOVERNORS' ADMISSION POLICY FOR ENTRY IN SEPTEMBER 2018

## Oversubscription Criteria

(See explanatory notes)

The criteria used within the relevant category will be:

- a) Siblings
- b) Children of members of staff employed by the Governing Body who will have been in post for at least two years prior to the child being admitted to the school
- c) Inverse distance from the school

## Explanatory Notes

Catholic – A Catholic is defined as a baptised member of a Church in communion with the See of Rome. For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.

Other Christian Denominations – are defined as children who are from churches that have full membership of 'Churches Together in England' [www.cte.org.uk](http://www.cte.org.uk)

Sibling – Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carers partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. The sibling should be on roll at the school when the applicant is taken on roll.

Inverse Distance – If the school is oversubscribed from within any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living **further from the school have priority**. Hampshire County Council's Geographic Information System (GIS) will be used to determine distance (normally from the Ordnance Survey home address to school reception). Distances to multiple dwellings will give priority to the uppermost floors and so on. On individual floors distances will be measured to the stairs leading to the communal entrance. If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. This will be done by allocating a number to each of the equidistant applicants and drawing a number lottery style. This will be done at a minuted Governors Admissions Committee meeting.

EHC – Children who have an Education, Health and Care Plan which names Bishop Challoner Catholic Secondary School, Basingstoke in Part 4 of the Statement, will be awarded a place after consultation with the Governing Body, the Headteacher and SENCO regarding whether the school is able to meet the EHC plan for the child concerned.

## Procedure for making an application

Application forms for pupil admissions must be made **by 31<sup>st</sup> October 2017**. Evidence of faith background should also be submitted prior to that date and time.

The Governing Body's Admissions Committee use information supplied on the Supplementary Information Form along with supporting evidence to help determine admission. Therefore, the Governors' request that all applicants must complete it. This form should also be submitted by the date above to Bishop Challoner Catholic Secondary School.

The Common Application Form can be completed on line or in paper form. The Supplementary Information Form will be available with the current Prospectus on the School website, the linked Primary schools, the Parishes and from Bishop Challoner School. The Local Authority will also be provided with copies.

Parents will be notified by Hampshire County Council **on 1<sup>st</sup> March 2018**.

# **GOVERNORS' ADMISSION POLICY FOR ENTRY IN SEPTEMBER 2018**

## **Right of Appeal**

Parents have the right of appeal against a decision not to offer a place to their child. They can receive advice from the Local Authority.

Parents wishing to appeal against a decision by the Governors may do so by contacting the school office for the appropriate form. The forms should be returned to the Clerk to the Admissions Committee at the school by **31<sup>st</sup> March 2018**.

Admission for students wishing to join the school after the normal admission date should be made in the same way and may be made at any time in the school year. Parents have the right of appeal in the same way as above and should notify the Clerk as above of their decision to appeal within 15 school days following the Governors decision to refuse a place.

## **Waiting List**

The school also operates a waiting list. The list is operated using the school admissions criteria and is updated termly. Parents with children on the waiting list will be asked to confirm termly that they wish to remain on the waiting list. Students allocated a place at the school in accordance with the Fair Access Protocol take precedence over those on the waiting list.

## **Applications for a place outside their defined birth year group**

Students will normally be admitted to their chronological year group. Governors will consider any application for a place outside of their year group based on the circumstances of each case, and in the best interests of the child concerned. Governors must take into account the views of the Headteacher.

**Policy agreed by the Governing Body on 11<sup>th</sup> January 2017**