



Admissions Policy 2018/19

Saint Gregory's Catholic College

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For Entry to Year 7 in September 2018 and for In-Year Applications from September 2018-July 2019

1. Saint Gregory's is a Catholic voluntary aided secondary school, which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, South Gloucestershire, North West Wiltshire and the north of the County of Somerset and admits children of 11-18 years. A map of the designated catchment area is included at the end of this policy.

The school has an agreed Published Admission Number (PAN) of 160 for entry in year 7 and this is also the number of places available in other year groups from Year 7-11. The school will accordingly admit up to 160 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 160 or fewer apply.

The governing body, acting in accordance with arrangements on which they consulted with the Clifton Diocesan Department for Schools and Colleges and Bath and North East Somerset Local Authority and within the School Admissions Code hereafter called The Code, is responsible for admissions. In line with The Code, the governing body, as admissions authority for the school, will operate an equal preference system. In the event of oversubscription, all applications for the school will be considered equally against the oversubscription criteria and ranked in order of how they meet the criteria. This information will be given to the B&NES Local Authority (LA) who will then consider all the preferences for each applicant and offer the highest preference which is available.

2. The governors will admit up to the Published Admission Number (PAN) of 160 for pupils entering Year 7 in September 2018. This is also the number of places available in the 8 – 11 year groups.
3. Requests for admissions outside the normal age group will be individually considered and the advice of the B&NES LA's specialist advisers (eg Educational Psychologists) and other relevant professionals, including the child's present Headteacher, will be sought, if appropriate, before a decision is made. Requests should be put in writing to the school, along with any additional evidence. The



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school will notify applicants of the outcome of their request in writing. Those refused will have the right of appeal unless offered a place in another year group at the school.

4. Year 7 intake: for children living within B&NES, application for a place at the school should be made on the **B&NES common application form**, either online at <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools> or on paper. Paper applications **should be submitted to the Admissions and Transport Department at Bath and North-East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG by 31 October 2017**. For children living outside of B&NES, parents should indicate their preference for a place at Saint Gregory's on the common application form for their home LA e.g. Wiltshire, Somerset, South Gloucestershire, or any other LA. These authorities will then inform B&NES about this preference who will in turn inform the Governors of Saint Gregory's. To be considered in the first round of allocations, applications must be submitted to the child's home LA by 31 October 2017.

In addition parents/carers seeking application on grounds of faith or specialism **are requested to complete a 'Supplementary Information Form' (SIF)** issued by the school in order that the governors may apply their admissions policy fairly and consistently. Failure to do so may affect which category of applicant a child is placed into. **These forms should be returned to the Admissions Officer at Saint Gregory's by 31 October 2017** to be considered in the first round of allocations.

After the submission deadline of **31 October 2017**, any Common Application Forms submitted will be processed in accordance with the Coordinated Admissions Scheme of the child's home Local Authority. Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The schools Supplementary Information Form (SIF) should, however, be sent to the school direct.

5. The governing body will consider all applications and if more applications are received than places available, it will apply its policy criteria and inform the B&NES LA of the ranking of all the applications. For on time applicants the home LA will offer places to those who qualify for a place on behalf of the governing body on **1 March 2018**. A waiting list, of those still seeking a place, including late applications



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from families moving into the area or who were otherwise unable to apply by the specified date, will be maintained until 31 December 2018. Applicants will be ranked in the same order as the over-subscription criteria and places offered on that basis, with the exception of children who are subject of a direction by a Local Authority or who have been allocated to the school in accordance with the local Fair Access Protocol, who will take precedence over those on the waiting list. Each child added to the list will require the list to be ranked again in accordance with the oversubscription criteria. Applications received after the 31 August 2018 will be considered as in-year applications as outlined in paragraph 8 of this policy.

6. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan hereafter called EHCP, where the school is named in the Statement or EHCP, applications will be ranked in accordance with the criteria set out below, in order:
 - 1 Baptised Catholic looked after and previously looked after children who
 - a were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of application.
 - 1 Baptised Catholic children within the designated area of the school.
 - b
 - 1 Baptised Catholic children who do not have a designated school to attend.
 - c
 - 1 Baptised Catholic children outside the designated area of the school
 - d
 - 2 Children in public care (looked after children / previously looked after children)

A 'looked after child' or a child who was previously looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their



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social services functions (see the definition in Section 22(1) of the Children Act 1989).

- 3 Any children attending any of our eight Catholic partner primary schools in the South Clifton Catholic Federation i.e. St. John's, Bath; St. Mary's, Bath; St Benedict's, Midsomer Norton. SS Joseph and Teresa, Wells; St Paul's, Yate; St. Patrick's, Corsham. St Mary's, Chippenham; Our Lady of Lourdes, Kingswood.
- 4 Other children (i.e. who don't come under 1-3) within the designated catchment area with a brother or a sister already at the school at the date of application and who will be in attendance at the time of admission. To be considered a brother or sister a child must be living at the same address for the majority of the time (at least 50% of the time) as a full, half, step or adoptive brother or sister. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time as the address considered to be the address of the child for whom the application is made.
- 5 In accordance with the provisions set out in section 1.24 of the School Admission Code the governors will offer up to 16 (i.e. 10%) places to those pupils who can demonstrate an aptitude in the performing arts i.e. Music, Dance, Drama and who live in the designated area.
- 6 Children with a parent who has been a member of St Gregory's Catholic College staff for two or more years at the time of application, or who was recruited to fill a vacant post for which there is a demonstrable skills shortage. This does not include staff who work on the school site for other employers.
- 7 Other children living within the designated area.
- 8 All other children.

For category **1** a baptismal certificate **must** be submitted with the school's Supplementary Information Form for applicants to be considered within these categories. A map of the designated catchment area is included at the end of this policy.

For category **5** the relevant section of the school's Supplementary Information Form is requested to be completed and submitted to the school by **31 October 2017** with copies of evidence detailing aptitude in the relevant subjects.



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Governors will consider supporting evidence (e.g. references and/or certificates regarding performing arts aptitude) sent in up to the date of the Governors' Admissions Panel meeting in December 2017. In the event of more than 16 children applying for places within this category all category 5 applicants will be invited to an audition in the school during Term 2, organised and assessed by specialist staff, to help the governors arrive at fair and objective decisions based on aptitude and the 16 judged best would be ranked within this category. Those children who are not offered a place in category 5 will be placed in the appropriate category 6, 7 or 8.

7. Tiebreakers

Places are allocated to the Published Admission Number (PAN) starting with category 1. Where applications cannot be separated by applying the oversubscription criteria, random allocation i.e. the drawing of lots will be used to determine the order of the ranking. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn. This will be supervised by someone independent of the school.

8. In-Year Applications

There is no requirement for local authorities to co-ordinate in-year applications (i.e. applications for places in existing year groups which fall outside the normal admission process for Year 7 intake) for the offer year 2018/19 and all subsequent years. In-year applications must be referred to the school for consideration by the Admissions Committee against the oversubscription criteria listed in paragraph 6 above if more applications are received than places available. As with all faith or aptitude applications, a Supplementary Information Form is requested to be completed. This will assist the governors' admission panel to determine the applicant's category.

9. Multiple births

In the event of applications from multiple births, they will be considered as one application in order not to split them. Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has



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to exceed the Published Admission Number. In the event of them having to be placed on a waiting list they will continue to be treated as one application to maintain our policy not to split multiple births.

10. Appeals procedure

Parents have a right to appeal against a refusal by the governing body to admit their child and should **put their appeal in writing to the Clerk to the Governors at the school**. Appeals will be conducted in accordance with the School Admissions Appeals Code.

11. For Children previously looked after:

a) A 'looked after child' is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services at the time of making an application to a school.

b) A “previously looked after child” is a child who was looked after, but ceased to be so because she/he was adopted* or became subject to a child arrangements order** or special guardianship order***.

*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 Act 2002 (see section 46 adoption orders).

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

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

12. Baptised Catholic

A baptised Catholic in the context of the Admission Policy means a person baptised



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as a Roman Catholic or baptised in a Church which is in Communion with the See of Rome or baptised into another Christian denomination but has subsequently been received into a Catholic Church or a Church which is in Communion with the See of Rome (see Appendix 1).

Where a certificate is not available a letter from a member of the clergy confirming that the person has (or in their opinion has) been received/baptised into the Catholic Church must be provided.

Appendix 1 - Churches in Communion with Rome.

Oriental Rite (or Eastern Catholic) Churches in union with Rome

Alexandrian

- Coptic Catholic Church
- Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

- Syrian Catholic Church
- (Syro-)Maronite Catholic
- Church Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

Chaldean (East Syrian)

- Chaldean Catholic Church
- Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

- Albanian (Byzantine) Catholic Church
- Belarussian Catholic Church
- Bulgarian (Byzantine) Catholic Church
- Georgian Catholic Church
- Greek (Hellenic) Catholic Church
- Greek-Melakite Catholic Church
- Hungarian (Byzantine) Catholic Church



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- Italo-Albanian (Byzantine) Catholic Church
- Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)
- Macedonian Catholic Church
- Romanian (Greek) Catholic Church
- Russian Catholic Church
- Ruthenian (Byzantine) Catholic Church
- Slovak (Greek) Catholic Church
- Ukrainian (Greek) Catholic Church



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