



Admissions Policy 2023/24

Saint Gregory's Catholic College

Combe Hay Lane, Odd Down, BATH, BA2 8PA

Headteacher: Mrs M George
Telephone: 01225 832873
E-mail: stgregorys_sec@bathnes.gov.uk
Website: www.st-gregorys.org.uk

For entry to Year 7 in September 2023 and for In-Year Applications from September 2023-July 2024

Variations to Admissions Policy

- a) This page has been altered to show that the term "Governing Body" is used throughout the document to refer to the admission authority.
- b) Para 11b on page 3 has been altered to include provision for children who appear to the school's Governing Body to have been in state care outside of England and ceased to be in state care as a results of being adopted.

The alterations are shown in red font.

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 area is at the end of this document.

The school has an agreed Published Admission Number (PAN) of 160 for entry in Year 7. 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 term "Governing Body" is used throughout this policy to refer to the admission authority under the appropriate constitutional arrangements. The Governing Body, acting 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, where we welcome to our school Catholic children, together with Christian children from other denominations, and children of other faiths or of no faith. 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 Bath and North East Somerset (B&NES) Local Authority (LA) who will then consider all applications 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 2023.
3. Requests for admissions outside the normal age group will be individually considered and the advice of the B&NES LA's specialist advisers (e.g. 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 school will notify applicants of the outcome of their request in writing. If agreed in principle, applicants will still have to complete an application form and the oversubscription criteria will be applied, if required. 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

Schools Admissions and Transport Department at Bath and North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG, by 31 October 2022. For children living outside of B&NES, parents/carers 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 2022.

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 2022 to be considered in the first round of allocations.

After the submission deadline of 31 October 2022, 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. For those seeking application on grounds of faith or specialism, it is requested that the school's Supplementary Information Form (SIF) should, however, be sent to the school direct.

5. If more applications are received than places available, the Governing Body will consider all applications against its oversubscription criteria below and will provide the B&NES LA with a list of applicants ranked in criteria order. 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 2023. A waiting list of those still seeking a place, including late applications from families moving into the area or who were otherwise unable to apply by the specified date, will be maintained until 31 December 2023. Applications 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 31 August 2023 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 an Education, Health and Care Plan hereafter called EHCP, where the school is named in the EHCP, applications will be ranked in accordance with the criteria set out below, in order:
 - 1a Baptised Catholic looked after and previously looked after children. (see 11 and 12)
 - 1b Baptised Catholic children attending any of our eight Catholic partner primary schools, ie St. John's, Bath; St. Mary's, Bath; St Benedict's, Midsomer Norton; St. Joseph's and St. Teresa's, Wells; St Paul's, Yate; St. Patrick's Corsham; St Mary's, Chippenham; Our Lady of Lourdes, Kingswood
 - 1c Baptised Catholic children living within the designated area of the school (see 12 below)
 - 1d All other baptised Catholic children (see 12 below)
 - 2 Look after children and previously looked after children. (see 11 below)
 - 3 Children who are a Catechumen (see 13 below)
 - 4 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.
 - 5 Children attending any of our eight Catholic partner primary schools, i.e. St. John's, Bath; St. Mary's, Bath; St Benedict's, Midsomer Norton; St. Joseph's and St. Teresa's, Wells; St Paul's, Yate; St. Patrick's, Corsham; St Mary's, Chippenham; Our Lady of Lourdes, Kingswood.
 - 6 Children living within the designated area of the school 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.

- 7 Christian children living within the designated area of the school who are members of a recognised Christian church. A recognised Christian church will normally but not exclusively be a member of Churches Together in Britain (website www.cte.org.uk), Cytun, the Evangelical Alliance or Vineyard Churches in the UK and Ireland. In order to give category 7 priority in the first round of allocations, evidence is required of a certificate of baptism/christening certificate from the church or a letter on headed paper confirming membership of their Christian denomination, signed and dated by the appropriate minister
- 8 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 for the school.
- 9 Other children living within the designated area.
- 10 All other children.

For applications to be considered in category 1, 3 & 7 a certificate of baptism or reception must be submitted to the school. See 12 below. Parents/carers are also requested to complete a Supplementary Information Form. The certificate and form must be submitted to the school by 31 October 2022 to be considered in the first round of allocations

For category 8 the relevant section of the school's Supplementary Information Form is requested to be completed and submitted to the school by 31 October 2022 to be considered in the first round of allocations, with copies and evidence detailing aptitude in the relevant subjects. 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 2022. In the event of more than 16 children applying for places within this category all category 8 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 8 will be placed in the appropriate category, 9 or 10. Parents/carers should contact the school office for the date of the December meeting, if they cannot provide evidence by 31 October deadline

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. 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 2023/24 and all subsequent years. In-year applications must be made to the school for consideration by the Admissions Committee. The oversubscription criteria listed in paragraph 6 above will be applied, if more applications are received than places available. As with all faith or aptitude applications, a Supplementary Information Form is requested to be completed, if appropriate. This will assist the governors' admission panel to determine the applicant's category. A waiting list for all year groups of those seeking a place will be kept by the school until the last school day for pupils in July of the summer term. Applications 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.

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 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/carers 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 Admissions & Examinations Officer at the school. Appeals will be conducted in accordance with the School Admissions Appeals Code.

11. For Looked After Children and previously Looked After Children:

- 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, including those who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.***.

*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. Catholic

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The Governing Body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/ received into a Catholic Church. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese. For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents/carers is confirmed as being Catholic. Parents/carers applying for a Catholic child are requested to complete the Supplementary Information Form.

13. Catechumen

'Catechumen' means a member of the catechumenate of the Catholic Church, ie. someone who is preparing for baptism or reception into the Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens, signed by a Catholic priest. Parents/carers applying for a Catechumen child are requested to complete the Supplementary Information Form.

The amendments to this policy were agreed by the Full Governing Body of St Gregory's Catholic College on 15 March 2022.



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