

## **DIOCESE OF HALLAM**

### **ALL SAINTS CATHOLIC HIGH SCHOOL ADMISSION POLICY 2019-20**

All Saints' Catholic High School was founded by the Diocese of Hallam to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 205 pupils to year 7 in the school year which begins in September 2019.

***Of these 205 places a maximum of 200 places is prioritised for children in categories 1-8 inclusive, of which a maximum of 170 places is prioritised for Catholic children (categories 1-3 inclusive).***

#### **Oversubscription Criteria (categories)**

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a designated feeder school. (see notes 3&4)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church who attend a designated feeder school. (see notes 4,5&6)
6. Other catechumens and members of an Eastern Christian Church. (see notes 5&6)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader who attend a designated feeder school. (see notes 4&7)
8. Other children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader. (see note 7)
9. Children of other faiths whose membership is evidenced by a minister of religion or other religious leader who attend a designated feeder school. (see notes 4&8)
10. Children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see note 8)
11. Any other children who attend a designated feeder school. (see note 4)
12. Any other children.

***Within each of the categories listed above, the following provision will be applied:***

*(i) The attendance of a sibling at All Saints Catholic High School at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made. (see note 9).*

***In any year where there are more applications than the available 205 places, allocation will be according to the above order of priority.***

***In the event that there are fewer than 170 Catholic applicants the excess places will be made available according to the order of priority. If however there are more than 170 Catholic applicants the tie-break will be employed as appropriate and allocation of the remaining 35 places will recommence from category 4 onwards.***

***Similarly, in the event that there are fewer than 200 applicants within categories 1-8 the excess places will be made available according to the order of priority. If however there are more than 200 applicants within categories 1-8 the tie-break will be employed as appropriate and allocation of the remaining 5 places will recommence from category 9 onwards.***

#### **Tie Break**

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored. This will take account of any priority within the category afforded to siblings/ children from feeder schools.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria in category order.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place.

#### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1-3 or 5-10. The SIF should be returned to:

Mrs N J Brady  
All Saints Catholic High School  
Granville Road  
Sheffield  
S2 2RJ **by 31 October 2018.**

You will be advised of the outcome of your application on 1 March 2019 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be afforded the appropriate priority and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2018.**

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Mrs N J Brady, All Saints Catholic High School, Granville Road, Sheffield, S2 2RJ at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the Summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications are co-ordinated by the Local Authority.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained fraudulently.**

## **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for the child's status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

4. The designated feeder schools for All Saints Catholic High School are:

Emmaus Catholic and C of E Primary School  
St John Fisher Catholic Primary School  
St Joseph's Catholic Primary School  
St Patrick's Catholic Primary School  
St Thomas of Canterbury Catholic Primary School  
St Theresa's Catholic Primary School  
St Wilfrid's Catholic Primary School

For the purposes of this admission policy, attendance at a feeder primary school also includes those Catholic children who were living within the catchment area of a designated All Saints feeder school whose application to that feeder school was unsuccessful due to oversubscription of Catholics. This would normally be evidenced by a letter of rejection from the feeder primary school and a copy of the appropriate evidence that they met the admission criteria for that school at the time of application.

5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox and Oriental Churches, as listed by the Pontifical Council for promoting Christian Unity, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Details of those Eastern Christian Churches listed by the Pontifical Council for promoting Christian Unity is available from the Diocesan Schools' Department.

7. 'children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Wales (CYTŪN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. 'children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'sibling' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In circumstances where an older sibling attends a school sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

10. 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

Please note:

If you have any queries about completing the application form, then please contact the headteacher of your child's primary school, the Clerk to the Governors of All Saints Catholic High School on 0114 2743537 or the Diocesan Schools' Department on 0114 2566440 or email [schools@hallam-diocese.com](mailto:schools@hallam-diocese.com).