

St Alban's Catholic High School

Ipswich

Admission Arrangements for 2010-2011

Co-ordination of Admission arrangements

Admission arrangements are co-ordinated across the Local Authority and Voluntary Aided Schools (like St Alban's) throughout Suffolk. The Local Authority's booklet for parents ('Schools in Suffolk') provides details of all Suffolk Schools.

The planned Admissions Number for the school is 162. All applications should be made using the Common Application Form for Suffolk and submitted to the Local Authority or to the school in Suffolk that your child is currently attending.

In addition a Supplementary Information Form should be requested from the school, completed and sent together with a copy of your child's baptismal certificate, or its equivalent, and any reference stipulated below to the Admissions Officer, St. Alban's Catholic High School, Digby Road, Ipswich IP4 3NJ

Applications for Year 7 in September 2010 for the school year 2010-2011 must be submitted by the closing date stated in the Co-ordinated Admissions Scheme. The Supplementary Information Form should be submitted by Friday 22nd November.

Admission criteria and allocation process –Main school.

1) *Principles of prioritisation*

Places are allocated according to three tiers of priority. These are:

- The religious affiliation of the child.
- Whether the child will have brothers or sisters attending the main school at the time of entry.
- The religious nature of the school currently attended.

In addition any child who has a statement of educational needs that names the school is automatically allocated a place, and a child in 'public care' is given special consideration in accordance with the Code of Practice.

2) *Religious affiliation*

The religious affiliation is defined as follows:

- a. Roman Catholic – the child has a certificate of baptism, a copy of which must be supplied to the school with the Supplementary Information Form.
- b. Member of another Christian denomination:
 - i. The child can provide a reference from his/her church minister, or church elder, confirming that he/she has attended church for Sunday religious services at least monthly for the last two years; or since he/she joined the church if that is shorter than two years.
 - ii. His/her parents are willing for him/her to participate in the religious education and life of the school.

3) *Allocation of priority group to application*

Using the priority tiers and definitions above each application will be allocated to a priority group as follows:

Priority Group	Description
0	The child has a statement of educational needs specifying St Alban's

	<i>Baptised Roman Catholic child</i>
1.1	in public care
1.2	who will have a sibling attending St. Alban's main school at the time of entry
1.3	currently attending RC Voluntary Aided Primary Schools
1.4	currently attending Christian Voluntary Aided or Voluntary Controlled Primary Schools
1.5	currently attending any school not included above.
1.6	Child who is a member of an "Orthodox" Christian Church that is in partial communion with the RC Church.
	<i>Child who is in 'public care' and not a Baptised Roman Catholic, or is a member of another Christian denomination</i>
2.1	in public care
2.2	who will have a sibling attending St. Alban's main school at the time of entry
2.2.1	currently attending RC Voluntary Aided Primary Schools
2.2.2	currently attending Christian Voluntary Aided or Voluntary Controlled Primary Schools
2.2.3	currently attending any school not included above
2.3	who will not have a sibling at St. Alban's
2.3.1	currently attending RC Voluntary Aided Primary Schools
2.3.2	currently attending Christian Voluntary Aided or Voluntary Controlled Primary Schools
2.3.3	currently attending any school not included above.
	<i>All other children</i>
3.1	not used
3.2	who will have a sibling attending St. Alban's main school at the time of entry
3.2.1	currently attending RC Voluntary Aided Primary Schools
3.2.2	currently attending Christian Voluntary Aided or Voluntary Controlled Primary Schools
3.2.3	currently attending any school not included above
3.3	who will not have a sibling at St. Alban's
3.3.1	currently attending RC Voluntary Aided Primary Schools
3.3.2	currently attending Christian Voluntary Aided or Voluntary Controlled Primary Schools
3.3.3	currently attending any school not included above.

Note: If a Supplementary Information Form is not received the child will be placed in Priority Group 3. In the above 'sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's 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.

4) *Tie Break*

Where the allocation of places would exceed the planned admissions number within a priority group the places will be allocated by random selection (i.e. by lottery).

5) *Waiting List*

- a. Late applications, i.e. applications for the coming Year 7 which are received after the closing date for applications and before the start of the Autumn term, will automatically be placed on the waiting list if the school is over subscribed at the time of application. This waiting list will be maintained by Suffolk Southern Area Education team until the end of the Autumn term; it will be maintained for the remainder of the year by the St Alban's Admissions Officer.
- b. The waiting list will be ordered according to the priority group as in paragraph 3 above. Each new request to be added will be slotted in appropriately. For example a request for a child that is 'priority group 2.1' will be added above a child that is 'priority group 2.3'. The random selection process will be re-run for a priority group in which a vacancy can be offered if a child has been added to the list.

6) *Notification of allocation*

Applicants will be advised of the outcome in writing by the Local Authority on behalf of the Governors on Monday 1 March 2010.

7) *Appeals*

- a. Appeals against a refusal should be directed to the Education Appeals Service who will be responsible for the correspondence from this point.

- b. The Education Appeals Service will make the necessary arrangements for an Appeal Hearing if one is required.
 - c. Once an applicant's case has been heard at an Appeal Hearing, further appeals in the same academic year cannot be accepted unless circumstances have changed.
- 8) *Casual or mid-year applications*
- a. Applications for admission during the year should be made using the appropriate Common Application Form for Suffolk (CAF 2 or CAF2-T) and submitted in accordance with the Local Authority procedure. In addition a Supplementary Information Form should be requested from the school, completed and sent together with a copy of your child's baptismal certificate, or its equivalent, and any reference stipulated above to the Admissions Officer, St. Alban's Catholic High School, Digby Road, Ipswich IP4 3NJ.
 - b. Parents may ask, if the application is unsuccessful, to be added to the waiting list for that year.

Admission criteria and allocation process –Sixth Form.

The Planned Admission Number for the Sixth Form is 5 (i.e. the number of applications from children who are not currently attending St Alban's).

The courses on offer each year are outlined in the Sixth Form Prospectus. Whilst it is expected that all courses published will run, it is occasionally necessary to cancel courses due to lack of student interest. If this should happen, the applicants will be notified as soon as possible. For this reason applicants are requested to state alternative choices of subjects.

Individual courses have their own entry requirements which can be found within the course details. The entry requirement for A2 study in Year 13 is a pass in the subject studied at AS level.

- 9) *Applications will be considered from:*
- a. Pupils expecting to gain an average of 5 points / C at GCSE; or a combination of Intermediate GNVQ and GCSE to the same standard, who wish to study a course combination on offer at Advanced level.
 - b. Pupils expecting at least three GCSE subjects at grade C or above who wish to follow the one year Consolidation Course.
- 10) *General criteria and prioritisation:*
- a. All pupils shall be willing to participate in religious education and the life of the school
 - b. Each external application will be allocated a "Priority Group" in accordance with the criteria that apply to the main school as stated paragraph 3 above.