

St Alban's Catholic High School

Admission Policy and Arrangements for 2012-2013

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. This policy has been prepared in accordance with the current legislation and regulations that apply to admissions to schools.

In this document Roman Catholic is abbreviated to Catholic. Wherever "Catholic" is used it means "Roman Catholic", and "Catholic Church" means "Roman Catholic (RC) Church".

The ethos of the school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and the Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of the school to apply to be considered for a place here.

The Planned Admissions Number for the main school is 162.

All applications should be made using the Common Application Form for Suffolk and submitted to the Local Authority. *In addition a Supplementary Information Form should be completed and sent to the Admissions Officer, St. Alban's Catholic High School, Digby Road, Ipswich IP4 3NJ – preferably by email or fax. The Supplementary Information Form is available from the Local Authority, the school or can be down-loaded from the school website – the email address and fax number are available from the school website.*

Applications for Year 7 in September 2012 for the school year 2012-2013 must be submitted by the closing date **Monday 31st October 2011**. The Supplementary Information Form should be submitted by **Monday 14th November 2011**.

Allocation process – Main School.

1) Principles of allocation and prioritisation

Places are allocated according to the following criteria:

- A child who has a Statement of Educational Needs specifying this school is automatically allocated a place.
- A child who is in public care is given special consideration as defined in the Admissions Code.
- The religious affiliation of the child, i.e. whether the child is Catholic, practising Orthodox Church, practising Christian or none of these.
- Whether the child has a sibling currently attending the school.
- Whether the child is currently attending one of the feeder schools which are: St Pancras Catholic Primary School, Ipswich; - St Marys Catholic Primary School, Ipswich; - St Marks Catholic Primary School, Ipswich; - St Margarets CEVA Primary School Ipswich; - St Johns CEVA Primary School, Ipswich; - St Matthews CEVA Primary School, Ipswich; - St Marys CEVA Primary School, Woodbridge; - Stonham Aspal CEVA Primary School, Stonham Aspal; - Orford CEVA Primary School, Orford; - St Marys CEVA

Primary School Hadleigh; - Sir Robert Hitchams CEVAP School, Framlingham; - Sir Robert Hitcham CEVA Primary School, Debenham; - Creeting St Mary CEVA Primary School, Creeting St Mary.

2) *Religious affiliation*

The religious affiliation is defined as follows:

- a. Catholic – the child has a certificate of baptism, a copy of which must be supplied to the school with the Supplementary Information Form. In some cases it is not possible for the parent / carer to provide a certificate of baptism, in such circumstances a certificate of First Holy Communion or a signed statement by the Parish Priest that he considers the child to be a practising Catholic will be acceptable. If neither of these can be produced the advice of the Diocese shall be sought.
- b. Some Orthodox churches are in full communion with the Catholic Church, some are in partial communion. Clarification of the status of an Orthodox church shall be sought from the Diocese. A child who is a member of an Orthodox Church that is in full communion with the Catholic Church will be considered a Catholic with regard to this admissions process.
- c. Member of another Christian denomination - the parent / carer can provide written confirmation from his/her church minister, or church elder, confirming that child 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.

3) *Allocation of ranking group to application*

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

Ranking Group	Description
1	Children who have a statement of educational needs specifying the school
<i>Application of Admissions Criteria</i>	
2	Baptised Catholic children in public care;
3	Baptised Catholic children who have a sibling attending St. Alban's;
4	Baptised Catholic children who currently attend a Feeder school;
5	Other Baptised Catholic children.
6	Children in public care who are not baptised Catholic.
7	Baptised Children who are members of an "Orthodox" Christian Church that is in partial communion with the Catholic Church and attend church regularly and have a sibling at St Alban's;
8	Baptised Children who are members of an "Orthodox" Christian Church that is in partial communion with the Catholic Church and attend church regularly and who currently attend a Feeder school;
9	Other baptised Children who are members of an "Orthodox" Christian Church that is in partial communion with the Catholic Church and attend church regularly.

10	Children who are members of another Christian denomination and attend church regularly and have a sibling at St Alban's and currently attend a Feeder school;
11	Children who are members of another Christian denomination and attend church regularly and have a sibling at St Alban's;
12	Children who are members of another Christian denomination and attend church regularly and currently attend a Feeder school who do not have a sibling attending St Alban's;
13	Other children who are members of another Christian denomination and attend church regularly.
14	Other Children who have a sibling at St Alban's and currently attend a Feeder school;
15	Other Children who have a sibling at St Alban's;
16	Other Children who currently attend a Feeder school and who do not have a sibling at St Alban's;
17	Other Children not included above.

Notes:

- a) If a Supplementary Information Form is not received the child will be placed in Priority Group 14 to 17 as appropriate.
- b) 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. The sibling may be in any year in the main school or sixth form at the time of application.

4) *Tie Break*

Where the allocation of places would exceed the planned admissions number within a group the places will be allocated by random selection (i.e. by lottery). Please apply to the school if you wish to see details of the process under which a lottery is conducted.

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 until July 2013 by the St Alban's Admissions Officer.
- b. The waiting list will be ordered according to the allocation group as in paragraph 3 above. Each new request to be added will be slotted in appropriately according to the admissions over-subscription criteria. For example a request for a child that is 'Ranking Group 2' will be added above a child that is 'Ranking Group 3'. The random selection process will be re-run for a ranking group in which a vacancy can be offered if a child has been added to the waiting list since the last lottery was held.
- c. Waiting lists will be held for all years.

6) *Notification of allocation*

The Local Authority will write, on behalf of the Governors, to parents / carers with offers for Year 7 on (date to be advised).

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.
- 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*

Applications for admission during the year should be made using the appropriate Common Application Form for Suffolk and submitted in accordance with the Local Authority procedure. In addition a Supplementary Information Form should be completed and sent to the Admissions Officer, St. Alban's Catholic High School, Digby Road, Ipswich IP4 3NJ – preferably by email or fax. The Supplementary Information Form is available from the Local Authority, the school or can be down-loaded from the school website.

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 Level 2 courses 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:*

Each external application will be allocated an "Allocation Group" in accordance with the criteria that apply to the main school, i.e. as stated in paragraph (3) above.

11) *Over subscription*

Should any course be over-subscribed the principles described in paragraphs (3) and (4) will be applied to determine which applicant(s) will be offered place(s).

End.