

# St Alban's Catholic High School



## Admissions Policy 2023-2024

Approved by Student Committee on: 7 February 2022

Reviewed Annually

# St Alban's Catholic High School



## ADMISSION POLICY 2023-2024

St Alban's Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children 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<sup>1</sup>, 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 admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (except for admission to year 12). The governing body has set its admission number at 174 pupils to year 7 and a minimum of 5 for external applicants to year 12 in the school year which begins in September 2023. Where logistically possible, the governing body will admit twins and all siblings from multiple births in admissions to year 7, where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### Admission to the Sixth-Form

Applications to the sixth-form should be made via the school web site [<http://www.st-albans.suffolk.sch.uk/6th-Form-Application-Form/>] or by post to the school office. These applications must be made by 22 January 2023. The school operates a sixth form for a total of 220 pupils. 120 places overall will be available in year 12. While the admission number is 5, if fewer than 115 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 120.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. Entry requirements into our Sixth Form are six GCSE passes, or equivalent, at level 4 or above, including a level 4 or above in English and Mathematics.

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's sixth form prospectus and on its website.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Where there is a space in year 13 i.e. where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

### Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children who are in a feeder school. (see notes 3&10)
3. Other Baptised 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. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Children who have a parent or guardian employed at St Alban's and the member of staff has either been employed for two years or was recruited to fill a vacant post for which there was a demonstrable skill shortage.
9. Any other children.

Within each of the categories listed above, the following principles will be applied.

- (i) The attendance of a sibling at the school at the time of enrolment (*excluding the sixth-form*) 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 8).
- (ii) After children in (i) above, priority will be increased within a category for children attending a feeder school.
- (iii) After children in (i) and (ii) above, priority will be given (and tie-breaks settled within each category) to children living closest to the school. Distances are measured on a straight line "as the crow flies" basis. All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located. In the unlikely event of two or more applicants living the same distance from the school and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

## Allocation of ranking group to application

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

Ranking Group	Description
1	Children who have a Health and Care Plan (EHC plan) specifying the school
2	Baptised Catholic looked after and previously looked after children. (see notes 2&3)
3	Baptised Catholic children who have a sibling attending St. Alban's; (see note 10)
4	Baptised Catholic children who are in feeder schools. (see notes 3&10);
5	Other Baptised Catholic children. (see note 3)
6	Other looked after and previously looked after children. (see note 2)
7	Catechumens and members of an Eastern Christian Church and have a sibling at St Alban's; (see notes 4 & 5)
8	Catechumens and members of an Eastern Christian Church who currently attend a Feeder school; (see notes 4 & 5)
9	Other catechumens and members of an Eastern Christian Church;
10	Children of other Christian denominations whose membership is evidenced by a minister of religion or by the provision of a baptism certificate and have a sibling at St Alban's; (see note 6)
11	Children of other Christian denominations whose membership is evidenced by a minister of religion or by the provision of a baptism certificate and attend a feeder school; (see note 6)
12	Other children of other Christian denominations whose membership is evidenced by a minister of religion or by the provision of a baptism certificate; (see note 6)
13	Children who are members of another Faith as evidenced by a faith leader or by the provision of document similar to a baptism certificate and who have a sibling at St Alban's; (see note 7)
14	Children who are members of another Faith as evidenced by a faith leader or by the provision of document similar to a baptism certificate and who currently attend a Feeder school; (see note 7)
15	Other children who are members of another Faith as evidenced by a faith leader or by the provision of document similar to a baptism certificate and not included above. (see note 7)
16	Children who have a parent or guardian employed at St Alban's and the member of staff has either been employed for two years or was recruited to fill a vacant post for which there was a demonstrable skill shortage. In the event of a tie at this ranking for a single place, the 'principles' of the Oversubscription Criteria in the previous section will be applied.
17	Other children who have a sibling at St Alban's.
18	Other children who currently attend a feeder school.
19	Other children not included above

The following is copied from the current guidelines to parents:

## Application Procedures and Timetable

To apply for a place at this school in the normal admission round for Year 7, you **must** complete a Common Application Form (CAF1) (excluding admission to year 12) available from the local authority in which you live. Applications can also be submitted online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). You are also requested to complete the Supplementary Information Form attached to this policy. The Supplementary Information Form should be returned to The Admissions Officer by 31 October 2022.

To apply for a place in Year 12 you must submit a Sixth Form application form by 22 January 2023.

You will be advised of the outcome of your application for a place in year 7 on 1 March 2023 or the next working day by the local authority on our behalf.

You will be advised of the outcome of your application for a place in the Sixth Form on Monday 15 March 2023. Responses to applications received between 25 January and 15 March will be sent on 6 April 2023. Responses to applications received after 16 March will be typically sent 10 school days after receipt.

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 together with all supporting documentation, your child will not have oversubscription criteria applied except for "Other looked after and previously looked children" if appropriate 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 2022 for year 7 applications, and 24 January 2023 for year 12 applications.**

## Late Applications

Late applications, except those deemed by the Local Authority as exceptional and to be processed as 'on time', will be considered after the first round of offers issued on 1 March. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application to your Local Authority.

## 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 the Admissions Officer at the same time as the admission application is made. The school leadership team 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 headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the views of the parents and of appropriate medical and education professionals as appropriate will be carefully considered.

If the application is for the normal admission round the request and supporting evidence should be sent to the Admissions Officer leaving sufficient time for the governing body to consider the request before the closing date for applications.

## Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. Waiting lists will be maintained for Years 7 – 11 and applicants will be added 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 on 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. Application should be made to the school by contacting The Admissions Officer.

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 the locally agreed protocol. 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.

## Appeals

Should a parent / carer wish to appeal against a refusal to offer a place The Education Appeals Office will make the necessary arrangements for an Appeal Hearing. Appeals are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

Once an applicant's case has been heard at an Appeal Hearing, further appeals in the same school year cannot be accepted unless circumstances have changed.

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

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

1. 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. Previously looked after children also includes those children 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”.

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 their 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.

4. ‘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.
5. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. “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 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.

7. “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 6 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.

8. ‘Siblings’ means all natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.
9. A ‘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.

10. For the purposes of this policy, feeder schools are:-

St Pancras Catholic Primary School,  
Ipswich

St Mary's Catholic Primary School,  
Ipswich

St John's CEVA Primary School,  
Ipswich

Sir Robert Hitcham's CEVA Primary School,  
Framlingham

Orford CEVA Primary School, Orford

Creting St Mary CEVA Primary School

St Mary's Church of England Primary School,  
Woodbridge

St Mark's Catholic Primary School, Ipswich

St Margaret's CEVA Primary School Ipswich

St Matthew's Church of England Primary  
School, Ipswich

Stonham Aspal CEVA Primary School,  
Stonham Aspal

St Mary's Church of England Primary School  
Hadleigh

Sir Robert Hitcham CEVA Primary  
School, Debenham

Morland Church of England Primary School,  
Ipswich

End.

Signed: Chair of governors

Dated:

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## St Alban's Catholic High School



### Admissions from September 2023 Supplementary Information Form

#### **IMPORTANT**

We strongly recommended you complete and return this form for any application to the school. This will enable us to rank your application as per the school's Admissions Policy. Without this your child may be ranked lower and/or have their entry delayed.

For admission in Year 7 next September you must also complete the Local Authority form and submit it to the Local Authority. Parents of children attending or due to attend state schools should receive details of the admissions process from their own Local Authority.

For admission at any other time to any year group, you must complete and submit an ADM1 form to us. This is available from the school website.

#### **RETURNING THIS FORM**

Please return this completed form and any associated documents

by email to:

[admissions@st-albans.suffolk.sch.uk](mailto:admissions@st-albans.suffolk.sch.uk)

or by post to:

The Admissions Officer, St Alban's Catholic High School, Digby Road, Ipswich, IP4 3NJ

If applying for admission in Year 7 in September 2023, please submit by 31<sup>st</sup> October 2022.

*Please let us know if you require an acknowledgement of receipt of this form.*

**For Year 7 September application:**

I have completed my own Local Authority's school application form: **YES / NO**

**For other application:**

I have completed and submitted an ADM1 to the school: **YES/NO**

**Name of Child:** .....

**Date of Birth:** .....

**Name of parent/carer contact:** .....

**Home Address:** .....

.....

**Telephone Number:** .....

**Email address:** .....

**Current school:** .....

**1. If Catholic please state:**

**Date of baptism:** .....

**Place / parish of baptism:** .....

*Please provide a copy of your child's Catholic Baptismal certificate or First Holy Communion certificate. Those who have been baptised in other Christian communities and subsequently Received into the Catholic Church should enclose a copy of their First Holy Communion certificate or certificate of reception.*

**2. Faith if your child is of another Christian denomination or is of another faith:**

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*Please provide a copy of a baptismal certificate or a letter from your local faith leader stating your child is known to the faith leader and is a regular attendee at services.*

**3. Are you applying as a member of staff at St Alban's Catholic High School? YES/NO**