



the DIOCESE of
EAST ANGLIA

St Alban's Catholic High School



Admissions Policy 2020-2021

Approved by Pupil Committee on:

Recommission Date: October 2020

St Alban's Catholic High School



ADMISSION POLICY 2020-2021

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 association¹, 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 168 pupils to year 7 and a minimum of 5 for external applicants to year 12 in the school year which begins in September 2020. 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 24 January 2020. 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 feeder schools. (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 given by random allocation. The random allocation is conducted by two people – a member of the Admissions Committee and the Admissions Officer together with an independent witness. For less than 10 children having equal priority numbered balls are drawn from a bag; for numbers greater than 10 a computer programme is used.

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 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 and attend a feeder school; (see note 6) |
| 12 | Other children of other Christian denominations whose membership is evidenced by a minister of religion; (see note 6) |
| 13 | Children who are members of another Faith and who have a sibling at St Alban's; (see note 7) |
| 14 | Children who are members of another Faith and who currently attend a Feeder school; (see note 7) |
| 15 | Other children who are members of another Faith 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. |
| 17 | Other children who have a sibling at St Alban's. |

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 (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. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form should be returned to The Admissions Officer by 31 October 2019.

To apply for a place in Year 12 you must submit a Sixth Form application form by 24 January 2020.

You will be advised of the outcome of your application for a place in year 7 on 01 March 2020 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 16 March 2020. Responses to applications received between 27 January and 16 March will be sent on Monday 6 April 2020. 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 be placed in criteria 1 to 3 or 5 to

8, 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 2019 for year 7 applications, and 24 January 2020 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 01 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 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 headteacher, including the headteacher'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.

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 immediately following having been looked after.

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 Marks Catholic Primary School , Ipswich



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St Marys Catholic Primary School,
Ipswich

St Johns CEVA Primary School,
Ipswich

Sir Robert Hitchams CEVA Primary
School, Framlingham

Orford CEVA Primary School,
Orford

St Mary CEVA Primary School,
Creeting St Mary

St Marys CEVA Primary School,
Woodbridge

St Margarets CEVA Primary School
Ipswich

St Matthews CEVA Primary School,
Ipswich

Stonham Aspal CEVA Primary
School, Stonham Aspal

St Marys CEVA Primary School
Hadleigh

Sir Robert Hitcham CEVA Primary
School, Debenham

Moreland CEVA Primary School, Ipswich

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Signed: Joanna McCall Chair of Governors

Date:



Supplementary Information Form

To be completed if applying on 'faith' basis or as an employee for a place at St Alban's Catholic High School, Digby Road, Ipswich, IP4 3NJ.

Roman Catholic Applicants – please complete this side only

Please check the Admissions policy of St Alban's before completing this form.

In addition to completing this form you **MUST** complete either a **normal year of entry application form (CAF1)** if applying to transfer into Year 7 in the coming September or an **own admissions authority application form (ADM1)** if applying for a place within this school year. You may also wish to refer to the Directory of Schools in Suffolk and information and guidance available online at www.suffolk.gov.uk/admissionstoschools.

First name of child

Legal last name of child

Boy/Girl

Date of Birth

Name of parent / guardian

Address

.....

Postcode

Tel No

Contact email address:

Has your child been baptised in the Roman Catholic church?

(A copy of the Baptismal Certificate **must** be sent with this form)

Please check you have:

Completed all the questions / boxes, enter N/A if a question or box is not applicable **AND** attached a copy of your child's Certificate of Baptism.

Please note:

If you are applying for admission next September

1. The normal year of entry application form (CAF1) must be submitted by the closing date
2. This *supplementary information form* (SIF) should be sent to St Alban's Catholic High School by the end of November. If a SIF is not received the application may be treated as 'non-faith'. You may send it by post or by email to admissions@st-albans.suffolk.sch.uk or by fax to 0800 066 4424. We strongly advise that if you send by post you obtain proof of posting; and if you send by email you request a read receipt.

If you are applying for admission this school year

3. The 'own admission authority application form (ADM1) must be completed and sent together with the *supplementary information form* (SIF) to the School. You may send it by post or by email to admissions@st-albans.suffolk.sch.uk or by fax to 0800 066 4424. We strongly advise that if you send by post you obtain proof of posting; and if you send by email you request a read receipt.



Supplementary Information Form

To be completed if applying on 'faith' basis or as an employee for a place at St Alban's Catholic High School, Digby Road, Ipswich, IP4 3NJ.

Applicants other than Roman Catholic – please complete this side only

Please check the Admissions policy of St Alban's before completing this form. In addition to completing this form you **MUST** complete either a **normal year of entry application form (CAF1)** if applying to transfer into Year 7 in the coming September or an **own admissions authority application form (ADM1)** if applying for a place within this school year. You may also wish to refer to the Directory of Schools in Suffolk and information and guidance available online at www.suffolk.gov.uk/admissionstoschools.

First name of child

Legal last name of child Boy/Girl

Date of Birth

Name of parent / guardian

Address

.....

Postcode Tel No

Contact email address:

What Christian denomination is your Child?

Has your child been accepted as a member of your church?

Has your child attended Sunday services at least monthly for the last 2 years?

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>To be completed by your Vicar/Minister/Elder</p> <p>I can confirm, to the best of my knowledge, that the above information is accurate.</p> <p>Signed Date</p> <p>Name Tel No</p> <p>Address</p> <p>.....</p> <p>Comments (if any):</p> <p>.....</p> <p>.....</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Are you applying as an employee of St Alban's Catholic High School?

Please check you have:

Completed all the questions / boxes, enter N/A if a question or box is not applicable. If your child is a member of an Eastern Orthodox Church please also attach a copy of the baptismal certificate.



Please note:

If you are applying for admission next September

1. The *normal year of entry application form* (CAF1) must be submitted by the closing date
2. This *supplementary information form* (SIF) should be sent to the School by the end of November. If a SIF is not received the application may be treated as 'non-faith'. You may send it by post or by email to admissions@st-albans.suffolk.sch.uk or by fax to 0800 066 4424. We strongly advise that if you send by post you obtain proof of posting; and if you send by email you request a read receipt.

If you are applying for admission this school year

3. The *own admission authority application form* (ADM1) must be completed and sent together with the *supplementary information form* (SIF) to the School. You may send it by post or by email to admissions@st-albans.suffolk.sch.uk or by fax to 0800 066 4424. We strongly advise that if you send by post you obtain proof of posting; and if you send by email you request a read receipt.