



Admissions Policy and Procedures for Admission in 2016 – 2017

Age Range: 11 – 16 years old

**For Admission Enquiries please contact:
Mrs Luciana Frangella-Cramp, PA to the Principal / Admissions Secretary**

St Richard's Catholic College in Bexhill-on-Sea is a voluntary aided school in the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church and is in the Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with canon law; the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. The Governors expect that parents/carers applying for places for their children will accept and uphold the Catholic character and ethos of St Richard's Catholic College. The school was set up primarily to serve the Catholic community in the deaneries of St Leonards and Eastbourne. **Our feeder schools are:** St Mary Magdalene Catholic Primary School, Bexhill-on-Sea; St Mary Star of the Sea Catholic Primary School, St Leonards-on-Sea; St Thomas a Becket Catholic Junior School, Eastbourne and Sacred Heart Catholic Primary School, Hastings. **If a parent/carer is refused admission at one of our feeder schools due to oversubscription and can produce evidence of this, then the Governors will give such applications the same priority as those who have attended one of the feeder schools.**

Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into Year 7, in September 2016, up to 190 pupils without reference to ability or aptitude.

Admission Procedure

The Governing Body of St Richard's Catholic College is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for co-ordinating the allocation of places in its area, offering individual places to parents/carers on behalf of the Governors on the common offer date.

To apply for a place at St Richard's Catholic College, you should complete and return the following two forms:

The Common Application Form (CAF) – available from the Local Authority.

All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or on that Local Authority's website.

St Richard's Catholic College's Governors' Supplementary Information Form (SIF) – available at the end of this document.

This is available from the school and the school website and allows the Governors to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, **if a completed SIF is not received, the Governing Body will only be able to consider the application based on information provided to the Local Authority on the CAF. To put this in practical terms, if a completed SIF is not received, it is likely that Governors will only be able to rank the application within the last i.e. 'Any other children' criterion (Category 7).**

New Intake - Late Applications

All pieces of paperwork are required on or before the published closing date of **Saturday 31 October 2015**. Late applications (those where it is reasonable that a parent/carer could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the oversubscription criteria overleaf. If all places have been filled, parents/carers will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place.

Waiting Lists

If the school is oversubscribed, parents/carers of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed overleaf. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained for one academic year. The waiting list will be ranked in accordance with the oversubscription criteria each time a child is added to the waiting list.

Appeals

Parents/Carers whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with Sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Secretary at the school address. Parents/Carers have the right to make oral representations to the Independent Appeal Panel.

Appeals for Year 7 Admissions from September 2016

Parents/carers whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. As the school's admissions authority, the Governors of St Richard's Catholic College will comply with reasonable requests from parents /carers for information which they need to help them prepare their case for appeal.

Appeals must be made in writing on the appeal form which can be downloaded from our website (www.strichardscs.com) or requested from the Admissions Secretary and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/carers have the right to make oral representations to the Independent Appeal Panel.

In Year Appeals for the Current Academic Year

For applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

No later than 10 school days before the appeal hearing, the school's Governing Body will provide appellants with written notification of the date and arrangements for the appeal hearing. The notification will include a deadline for the submission of any further evidence that was not sent in the initial appeal. Governors will inform appellants that any information or evidence not submitted by the deadline might not be considered at the appeal hearing. Governors will ask appellants whether they intend to call witnesses or be represented at the hearing. Parents / carers may waive their right to 10 school days' notice of the hearing.

Appellants do not have the right to a second appeal in respect of this school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent/carer, child or school but has still refused admission.

Appellants may apply for a place in this school in respect of a later academic year and have a further right of appeal if that application is unsuccessful.

Appellants may complain about maladministration on the part of the appeal panel to the local Government Ombudsman. A complaint to an Ombudsman is not a further appeal and must relate to the administration of the appeal rather than the appeal decision. Maladministration covers matters such as failure to follow correct procedure or failure to act independently and fairly. It does not cover the merits of decision that only the panel has the authority to make. Therefore, generally, the Ombudsman cannot consider whether the appeal panel was correct to uphold or dismiss the appeal.

The Ombudsman is not able to overturn the appeal panel's decision but, where they find that there has been maladministration, they may make recommendations for a suitable remedy. For example, they may recommend that an appeal is reheard by a different panel and with a different clerk.

Appellants considering making a complaint can contact the Local government Ombudsman's Advice Line on 0300 061 0614, visit the website at www.log.uk, email advice@lgo.org.uk or write to: The Local Government Ombudsman PO Box 4771 Coventry CV4 0EH.

In Year Admissions

From September 2016 onwards the Governing Body (the Admitting Authority) of St Richard's Catholic College is responsible for In Year Admissions and parents/carers should contact the school directly. The St Richard's Catholic College's Governors' Supplementary Information Form (SIF) must be completed and returned to the school. The oversubscription criteria in this Admissions Policy will also apply to applications made outside the normal age of entry to secondary education (Year 7) i.e. in succeeding years or during the academic year.

Visiting the School

We encourage parents/carers to visit our school in order to find out more about how we work and the education we offer. Parents/carers are welcome to arrange a visit by contacting the Admissions Secretary. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Giving us the wrong information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the Governing Body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

Oversubscription Criteria for entry into the college from September 2016 – July 2017:

Where the number of applications for admission exceeds 190 and after the admission of pupils with Statements of Special Educational Needs where the school is named on the Statement, the Governors will offer places using the following criteria in the order stated:-

- 1) **'Looked after' or previously 'Looked after' Children** (see note 'a')
Evidence that the child is/has been 'Looked After' must be provided.
- 2) **Baptised Practising Catholic Children who have made their First Holy Communion** (see note 'b')
Copies of their **Baptismal Certificate and First Holy Communion certificate** are required (if the First Holy Communion Certificate is not available then a service programme/other supporting evidence will be required) and **Part 2A and 2B of the SIF must be completed and signed.**
- 3) **Baptised Practising Catholic Children who have not made their First Holy Communion** (see note 'b')
A copy of their **Baptismal Certificate** is required and **Part 2A and 2B of the SIF must be completed and signed.**
- 4) **Children who are members of Eastern Orthodox Churches.**
Evidence of **Baptism** provided by a priest or minister of a designated place of worship will be required.
Part 3A and 3B of the SIF must be completed and signed.
- 5) **Children who are members of other Christian denominations that are part of Churches Together in England.**
Evidence of **Baptism (or dedication)** provided by a priest or minister of a designated place of worship will be required.
Part 3A and 3B of the SIF must be completed and signed.
- 6) **Children who are members of other faiths.**
Evidence of **membership of the faith** provided by a priest, minister or religious leader of a designated place of worship will be required. **Part 3A and 3B of the SIF must be completed and signed.**
- 7) **Any Other Children**

Priority within the Oversubscription Criteria:

The Governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

For Oversubscription Criteria 2 or 3 above:

The strength of evidence of practice of the faith as demonstrated by the level of the child's Mass attendance on Sundays. This evidence must be provided by the parent/carer and be endorsed by a priest at the church(es) where the child normally worships. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those attending Mass weekly or at least 3 times a month, then once or twice a month, then less than once a month, then those who do not attend.

Then to those attending one of our feeder schools (see page 1 of Admissions Policy for names of feeder schools).

Then to children with sibling(s), whose sibling(s) is/are on roll at the college in September 2016. (see note 'c')

Then based on distance from home (the address at which the child resides) to the school (those living closest receive highest priority) (see note d).

For Oversubscription Criteria 5, 6 or 7 above:

The strength of evidence of practice of the faith as demonstrated by the level of the child's attendance at services. This evidence must be provided by the parent/carer and be endorsed by the minister/faith leader at the child's designated place of worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those who attend services weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.

Then to those attending one of our feeder schools (see page 1 of Admissions Policy for names of feeder schools).

Then to children with sibling(s), whose sibling(s) is/are on roll at the college in September 2016. (see note 'c')

Then based on distance from home (the address at which the child resides) to the school (those living closest receive highest priority) (see note d).

Notes (these form part of the admission arrangements):

a. **‘Looked after children’** are children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. **‘Previously looked after’** children are children who were **‘looked after’**, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order*). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

*See Section 14a of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or guardians).

b. **‘Baptised Catholic’** describes a member whose Church of Baptism is **‘in full communion with the See of Rome’**. The Catholic Church comprises the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches—see below). This will be evidenced by a certificate of Baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome. 2. ‘Ordinariates’ are members of the Latin Rite. 3. Anglicans describing themselves as ‘Anglo Catholics’, are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.

c. **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child’s admission. Governors will also take into account any information on siblings that is provided by the Local Authority from the Common Application Form.

d. **Distance:** The distance will be measured using surfaced passable routes by the LA’s geographical information system (GIS), from the child’s home to the nearest gate used by children at the college. It must also be a public right of way. A child’s home address is considered to be a residential property that is the child’s only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil’s home address that applies at the closing date for applications and which is either owned by the child’s parent, parents, or guardian OR leased or rented by the child’s parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the ‘home address’ will be regarded as the one at which the child sleeps for the majority of weekdays. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place. Parents/Carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

e. **Parents/carers/family members:** The terms ‘parent’ or ‘carer’ are used for all persons who legally have responsibility for the child.

f. **Practice:** The definition of Catholic practice for the purpose of admission to this school is membership of the Catholic Church (see note b) above) and attendance at Sunday Mass (this includes the Vigil Mass on Saturday evening as well as other Masses on Sunday), evidenced by a priest.

- g. **Children with Statements of Special Educational Needs (SEN) naming the school on the Statement:**
These children are admitted under a separate procedure.
- h. **Children of UK Service Personnel:** *In the normal admissions round, applications for children of UK service personnel with a confirmed posting in the school's area will be allocated a place in advance, subject to receipt of appropriate documentation. **Baptised Catholic children of UK service personnel will receive application priority immediately after Baptised Catholic looked after and previously looked after children. Applications from 'non-Catholic' UK service personnel will receive application priority immediately after other (i.e. non-Catholic) looked after or previously looked after children.***



**SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION TO ST RICHARD'S CATHOLIC COLLEGE
September 2016 – July 2017**

PART 1 (TO BE COMPLETED BY ALL PARENTS/CARERS)

PERSONAL DETAILS OF CHILD

Legal Surname: _____ **Known as (if different):** _____

Forename(s): _____

Male / Female (please circle) _____ **Date of Birth:** _____

Child's Home Address: _____

Town: _____ **Postcode:** _____

Home Telephone No: _____ **Daytime Contact No:** _____

Full Name(s) of Parent(s)/Carer(s): _____

Under which category are you applying (please see Admissions Criteria):

Category Number (please circle): **1 / 2 / 3 / 4 / 5 / 6 / 7**

Child of UK Service Personnel (see note 'h'): **YES** **NO**

Present School: _____

Address of Present School: _____

Telephone Number of Present School: _____

Religion/Denomination of Child: _____

Date and place of Baptism/Dedication (if applicable): _____

Date and place of First Holy Communion (if applicable): _____

If no faith affiliation, insert cross in box:

Name and Year Group of brothers/sisters who will be attending St Richard's Catholic College in September 2016:

Name(s): _____ **Current Year Group(s):** _____

PLEASE ENSURE YOU COMPLETE PART 4 OF THIS FORM

Part 2A

(To be completed by CATHOLIC APPLICANTS ONLY)

Mass normally attended by child:

Saturday Evening Vigil Mass at: _____ (time) or

Sunday Mass at: _____ (time)

Parish in which you live: _____

Usual place of worship (if different): _____

How long have you worshipped there? _____ (years)

If you have recently moved to the parish please give details of your previous parish:

How often does the child attend Mass?

(please tick the appropriate box)

Attendance at Mass weekly or at least 3 times a month

Attendance at Mass once or twice a month

Attendance at Mass less than once a month

Does not attend Mass

Part 2B

(To be completed by CATHOLIC PRIESTS ONLY) I am satisfied that the child is a baptised Catholic/has been received into the Church Yes No

****Please delete as appropriate:***

*I certify that _____ has signed this self-declaration form and that the information he/she has given concerning the child's religious practice is accurate to the best of my knowledge.

*I certify that _____ has signed this self-declaration form. I have recorded below, under 'comments', any reservations that I may have concerning the accuracy of the information on religious practice.

Please comment, if appropriate, only to clarify the Mass attendance above:

Signature of Priest:

Date:

Parish(or ethnic chaplaincy):

Parish Stamp:

PLEASE ENSURE YOU COMPLETE PART 4 OF THIS FORM

Part 3A

(To be completed by APPLICATIONS OF OTHER CHRISTIAN DENOMINATIONS/OTHER FAITHS)

Parish/faith community in which you live: _____

Usual place of worship (if different): _____

How long have you worshipped there? _____ (years)

If you have recently moved to the parish/faith community please give details of your previous parish/designated place of worship:

How often does the child attend services?

(please tick the appropriate box)

Attendance at services weekly or at least 3 times a month

Attendance at services once or twice a month

Attendance at services less than once a month

Does not attend services

Part 3B

(To be completed by MINISTERS/FAITH LEADERS OF OTHER CHRISTIAN DENOMINATIONS/OTHER FAITHS)

I am satisfied that the child has been baptised/dedicated/has become a member of the faith

Yes No Denomination/Faith: _____

**Please delete as appropriate:*

*I certify that _____ has signed this self-declaration form and that the information he/she has given concerning the child's religious practice is accurate to the best of my knowledge.

*I certify that _____ has signed this self-declaration form. I have recorded below, under 'comments', any reservations that I may have concerning the accuracy of the information on religious practice.

Please comment, if appropriate, only to clarify attendance at services above:

Signature of Minister/Faith Leader:

Date:

Parish/Faith community:

Parish/Faith community Stamp:

Ethos Statement

St Richard's Catholic College seeks to foster a commitment to genuine Christian values; to provide an experience of a living, worshipping community, and to develop a fully rounded curriculum that encourages all to challenge and serve a society that is religiously, racially and culturally diverse. The college community endeavours to create an atmosphere of order, discipline and respect in which pupils can feel secure and have a sense of purpose and to provide a system of care in which the staff can be seen to have, at heart, the interest of the pupils within their care.

PLEASE ENSURE YOU COMPLETE PART 4 OF THIS FORM

We ask all parents/carers applying for a place here to respect this ethos and its importance to the college community. This does not affect the right of parents/carers who are not of the faith of this college to apply for and be considered for a place here.

Part 4 (To be completed by ALL PARENTS/CARERS)

For a valid application, the Common Application Form (CAF) must be returned either in paper form or online to the appropriate Local Authority.

I have completed and returned (either on-line or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing St Richard's Catholic College as one of my preferred secondary schools

YES NO

I confirm that I have read and understood the Admissions Policy and Oversubscription Criteria and that the information given on this form is accurate and truthful. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place even if the child has already started school:

Signed: Parent/Carer

Date:

CHECKLIST

- I have enclosed a completed Governors Supplementary Information Form (SIF)
Please ensure that your Parish Priest/Minister/Faith Leader has completed the correct section of this Form (categories 2, 3, 4, 5 and 6)
- I have enclosed a copy of my child's Baptism Certificate/Evidence of Baptism/Evidence of membership of the faith (categories 2, 3, 4, 5 and 6)
- I have enclosed a copy of my child's First Holy Communion Certificate/a service programme/other evidence (category 2)

When completed, this form, together with the necessary supporting documentation, should be sent to:

The Admissions Secretary, St Richard's Catholic College,
Ashdown Road, Bexhill on Sea, East Sussex, TN40 1SE

Your application will then be forwarded to the Governors for their consideration.

Please note: You **must** complete the **Local Authority's Common Application Form (CAF)** showing St Richard's Catholic College as one of your preferred secondary schools and return it to the Local Authority's admission team.
East Sussex County Council can be contacted on Tel: 0345 608 0190 or at www.eastsussex.gov.uk

If you do not complete the Common Application Form, the Governors cannot consider your application and a place cannot be offered at St Richard's Catholic College.