

# St Richard's Catholic College

## ADMISSIONS POLICY



The Policy was approved by the Governing Body: September 2016

Chair of Governors: \_\_\_\_\_

The Governing Body will review the policy in September 2017



## **Admissions Policy and Procedures for Admission in 2017-2018**

**Age Range:**

**11 – 16 years old**

**For Admission Enquiries please contact:  
Mrs Luciana Frangella, 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 baptised Catholic child is refused admission at one of our feeder schools due to oversubscription (when starting primary school for the first time in the Reception year-group) 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.**

### **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.

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.

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 2017, up to 200 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:**

**1. 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. For a valid application, the CAF **must** be returned either in the paper form or online **by 31 October 2016**.

**2. 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 have to rank the application lower down the priority list.** The completed SIF must be returned to the school office by **31 October 2016**.

**New Intake - Late Applications**

All pieces of paperwork are required on or before the published closing date of **31 October 2016**. 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 2017**

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](http://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.

**Appeals should be lodged** no later than 20 school days after the National Offer Day for secondary schools (1 March 2017) i.e. by **29 March 2017**.

## **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](http://www.log.uk), email [advice@lgo.org.uk](mailto:advice@lgo.org.uk) or write to: The Local Government Ombudsman PO Box 4771 Coventry CV4 0EH.

## **In Year Admissions**

From September 2017, 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) should 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 2017 – July 2018:

Where the number of applications for admission exceeds 200 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) **Baptised Catholic 'Looked After' or 'Previously Looked After' Children** (see note 'a')  
**Evidence that the child is/has been 'Looked After' must be provided.** A copy of their **Baptismal Certificate** is required (if it is not possible to provide this, other evidence to confirm Catholic baptism will be considered.)
- 2) **Baptised Practising Catholic Children who have made their First Holy Communion** (see note 'b')  
Copies of the child's **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 the child's **Baptismal Certificate** is required and **Part 2A and 2B of the SIF must be completed and signed.**
- 4) **'Looked After' or 'Previously Looked After' Children who are not Catholic** (see note 'a')  
**Evidence that the child is/has been 'Looked After' must be provided.**
- 5) **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.**
- 6) **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.**
- 7) **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.**
- 8) **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.

Within those practice categories, children attending one of our feeder schools will be given priority over those not attending a feeder school (see page 1 of Admissions Policy for names of feeder schools).

Within the feeder school/non feeder school categories, children with a sibling on roll at the college in September 2017 (see note 'c') will be given priority over children without a sibling

Within the sibling/non sibling categories, priority will then be 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.

Within those practice categories, children attending one of our feeder schools will be given priority over those not attending a feeder school (see page 1 of Admissions Policy for names of feeder schools).

Within the feeder school/non feeder school categories, children with a sibling on roll at the college in September 2017 (see note 'c') will be given priority over children without a sibling

Within the sibling/non sibling categories, priority will then be 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 registered as being in the care of the Local Authority or provided with accommodation by a Local Authority, in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made. 'Previously looked after children' means such children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a 'child arrangement order' (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- 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.

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

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(s)/carer(s) OR leased or rented by the child's parent(s)/carer(s) 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 any two or more children live equidistant from the school, e.g. 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) or Education and Health Care Plans (EHCPs) naming the school on the Statement:**  
These children are admitted under a separate procedure.

## **Admission of children outside their normal age group**

Please note that it is the view of the Government, the Diocese, the LA and the Governing Body of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

Should a parent/carer request to have a decelerated entry to school i.e. to start later than other children in their chronological age group, they must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered in line with the published admission criteria applicable for that year of entry alongside all other applicants to the school.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interest of the child. The governing body will expect the parent/carer to supply them with appropriate information and evidence. What the governing body will take into account will include:

- Views of parent/carer
- Information relating to the child's academic/social/emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governing body who, having considered the circumstances of each individual case, will make a decision. The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

If a parent/carer requests to have an accelerated entry to school i.e. to start earlier than other children in their chronological age group, they must initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, they will be invited to apply again in the following year for the correct cohort.



**SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION TO ST RICHARD'S CATHOLIC COLLEGE  
September 2017 – July 2018**

**PART 1 (TO BE COMPLETED BY A PARENT/CARER)**

**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 of Parent/Carer:**

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

**Category Number (please circle):**     **1 / 2 / 3 / 4 / 5 / 6 / 7 / 8**

**Present School:**

**Address of Present School:**

**Telephone Number of Present School:**

**Religion/Denomination of Child (if applicable):**

**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 2017:**

**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): \_\_\_\_\_

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): \_\_\_\_\_

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:

**PLEASE ENSURE YOU COMPLETE PART 4 OF THIS FORM**

Please note that evidence of Christian Baptism must be

**(TO BE COMPLETED BY A PARENT/CARER)**

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 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](http://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.**