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**Diocese of Portsmouth**

**GUIDANCE ON ADMISSION ARRANGEMENTS**

**(Issued September 2020)**

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**GUIDANCE ON ADMISSION ARRANGEMENTS**

**(Issued September 2020)**

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1. **Introduction**

**1.1 Expectations**

1.1.1 Catholic schools were established to provide Catholic education for Catholic children. The schools are conducted as Catholic schools in accordance with canon law, the teachings of the Catholic Church and their Trust Deed. **In the Diocese of Portsmouth, the Bishop expects all Catholic schools to give first priority to Catholic applicants**. This Guidance is designed to help the governing bodies of Catholic schools and academy boards of directors including those in the trusteeship of religious orders, as admission authorities, to agree and administer the admission process for their school in accordance with the School Admissions Code and to fulfill the Bishop’s expectations. **This document, which is effective from September 2020, replaces all previous guidance issued by the diocesan bishop as the appropriate religious authority for all Catholic schools situated in his diocese.** This includes all Catholic maintained schools and Catholic academies, including those within the trusteeship of a religious order.

1.1.2 Admission policies in Catholic schools are a key element in preserving and developing the distinctive religious character of Catholic schools. This guidance also reflects that there are some underlying principles which should inform admission arrangements in all Catholic schools. Some of these are set out here.

1.1.3 A Catholic education must:

* encourage the formation and growth to maturity of the whole human person;
* enable physical, moral and intellectual talents to be developed harmoniously;
* teach all to know and live the mystery of salvation;
* assist all to work towards their eternal destiny;
* promote the common good of society;
* ensure that all develop a greater sense of responsibility and a right use of freedom; and
* provide formation for every person to take an active part in social life.

1.1.4 Each Catholic school is established in the diocese to form, in partnership with home and parish, an integral part of that local Catholic faith community which bears the mission of the Church to embrace the gospel of Christ, to live by its values, and to proclaim Christ as the light of all peoples. A key role of the school is to assist parents of baptised Catholics to fulfil the responsibilities taken on at their child’s baptism. By striving to be a Christ-centred community providing excellent education, the school will also play its part in the witness and mission of the local Church.

1.1.5 Catholic schools are established and maintained as part of the education system, in which the Catholic community undertakes a responsibility to provide for the education of Catholic children in schools whose philosophy, recruitment, admission of pupils, delivery of the curriculum and daily life are determined by the distinctive Catholic ethos of their faith community. **As part of the diocesan community of parishes and schools, no school should act for its own perceived interests alone.**

1.1.6 **It is the responsibility of Catholic schools, in co-operation with each other and other admission authorities, and with the assistance of the diocese, to ensure that the maximum number of Catholic children are able to take advantage of a Catholic education provided at a local Catholic school.** Catholic schools should therefore:

* work with each other to draw up admission policies which ensure that places are provided equitably for all local Catholic communities (including Eastern Catholic Churches and ethnic chaplaincies); and
* co-ordinate their admission arrangements to maximise parental satisfaction with their choice of Catholic school.

**1.2 Diocesan guidance**

1.2.1 This diocesan guidance must be read in conjunction with the School Admissions Code, its associated regulations and the School Admissions Appeals Code. This guidance complements but does not reproduced the Code. Rather, it focuses on those areas that are of most concern to the governing bodies of Catholic schools. **Governors and panel members most directly concerned with admissions and appeals against admission decisions will need to be thoroughly familiar with the Code as well as this guidance.**

1.2.2 This guidance does not offer comprehensive coverage of all school admission matters. Its purpose is to highlight diocesan policies on school admissions and to give guidance on the important issues relevant to voluntary aided Catholic schools and Catholic academies operating as their own admission authorities.

**1.3 School Admissions Code (December 2014)**

(i) Status of the School Admissions Code

1.3.1 A new version of the School Admissions Code issued under Section 84 of the School Standards and Framework Act (SSFA) 1998 came into force on 19th December 2014. The following regulations were also made under the SSFA: the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014. The Code and associated regulations apply to admission arrangements for all maintained schools, including academies.

1.3.2 The Code contains requirements that are mandatory by virtue of being statutory, i.e. imposed by primary and secondary legislation. It also contains requirements that are mandatory because schools are under a duty to ‘act in accordance with’ the provisions of the Code. Local authorities, diocesan authorities, other schools, parents or a member of the public can make objections about admissions arrangements to the Schools Adjudicator on the grounds of non-compliance with the Code or the relevant legislation.

(ii) Aims of the School Admissions Code

1.3.3 The Code sets out to ensure that all school places are allocated and offered in an open and fair way, that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Admissions arrangements should enable parents to easily understand how places for a school will be allocated.

1.3.4 The School Admissions Code and the School Admission Appeals Code can be downloaded as follows:

School Admissions Code (Dec 2014) <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf>

School Admission Appeals Code (Feb 2012) [www.gov.uk/government/uploads/system/uploads/attachment\_data/file/275897/school\_admission\_appeals\_code\_1\_february\_2012.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

(iii) Changes to the School Admissions Code: Government Consultation (Summer/Autumn 2020)

1.3.5 The government are currently undertaking a consultation on some proposed changes to the School Admissions Code. Governors need to be aware of potential changes. These are primarily linked to better support for the in-year admission of vulnerable children, including those in a refuge, reducing to a minimum any gaps in their education. In practice this will be through making changes to provisions relating to the in-year admissions process and Fair Access Protocols.

Consultation can be found at:

<https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/supporting_documents/SchoolAdmissionsCode_ConsultationDoc.pdf>

Proposed draft of School Admission Code can be found at:

<https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/supporting_documents/SchoolAdmissionsCode_ConsultationDraft.pdf>

**2. Roles and responsibilities**

**2.1 The Diocese**

2.1.1 As stated in the introduction, this Guidance is intended to help school admission authorities to agree and administer the admission process for their schools in order that both the Bishop’s expectation of all Catholic schools giving first priority to Catholic applicants is carried out and that admissions processes at Catholic schools in the Diocese are in line with the Admissions Code.

2.1.2 Within this advice, a major focus is to provide schools with guidance on how to draw up admission arrangements, particularly with reference to membership of the Catholic Church and practice. This is particularly pertinent for Catholic schools as **the Admissions Code places a mandatory requirement for schools to both consult the Diocese when membership or practice is to be demonstrated and to have regard to any Diocesan guidance ‘when constructing faith-based oversubscription criteria’** (Refer to 1.38 of the School Admissions Code).

2.1.3 The governing bodies of Catholic schools are required to consult with the Diocese before determining admission arrangements. **Governing bodies should only use definitions provided by the Diocese in relation to how membership of the Church or practice is to be demonstrated.**

2.1.4 As the Diocese has an overarching responsibility in the provision of Catholic places, it is important that all schools in the Diocese consult with the Catholic Academies and Schools Office (CASO) when any change to the school’s published admission number (PAN) is being considered and secure the approval of the Trustees’ Education Committee.

**2.2 The Bishop, the religious authority**

2.2.1 **The Code states that admissions authorities of faith schools “must have regard to any guidance from the body or person representing the religion or religious denomination when constructing faith-based oversubscription criteria”.**

2.2.2 The Catholic Academies and Schools Office is the body referred to. CASO acts on behalf of the Bishop in these matters.

2.2.3 **“To have regard to” means to follow the advice given, unless good reason can be provided for not doing so.**

2.2.4 **Admission authorities must also consult with the body or person representing the religion or religious denomination (the Catholic Academies and Schools Office) when deciding how membership or practice of the faith is to be demonstrated.** Diocesan advice on membership and practice in the Catholic Church and on related oversubscription criteria follow in Section 6 below.

**2.3 Governing bodies**

2.3.1 For voluntary aided schools the governing body is the admissions authority. For academies the academy trust is the admissions authority, although the implementation of the policy will normally be delegated to the local governing body.

2.3.2 Governing bodies and academy trusts have a statutory duty to draw up, consult on and determine their admissions arrangements within the statutory timeframes. The admission arrangements define how children will be admitted to the school and must include criteria against which places will be allocated when there are more applications than places.

2.3.3 **It is the responsibility of admission authorities to ensure that admission arrangements are compliant with the Code. Governors of all diocesan schools have a responsibility to comply with the trust deed of their diocese and with their instrument of government (VA schools) or articles of association (academies).** The Admissions Code places a mandatory requirement for schools to both consult the Diocese when membership or practice is to be demonstrated and to have regard to any diocesan guidance ‘when constructing faith-based oversubscription criteria’. Governing bodies should only use definitions provided by the Diocese in relation to how membership of the Church or practice is to be demonstrated. All oversubscription criteria in the admissions arrangements must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation (para 1.8 of the Admissions Code).

2.3.4 Appropriate admissions arrangements which, first of all, serve the needs of the Catholic population contribute significantly to securing the religious character of the school. Foundation governors are appointed to secure that the religious character of the school is preserved and developed.

2.3.5 **It should be noted that admission arrangements include not just the policy but the overall procedures, practices, criteria and supplementary information elements.** It is the governors of Catholic schools in the Diocese who are responsible for ensuring that their admission arrangements are in accord with any guidance issued by the Bishop.

**2.4 The headteacher**

2.4.1 Governing bodies should consider carefully the composition of the admissions committee, guarding against any possible conflicts of interest for those who make decisions. **Whilst a headteacher can be a member of an Admissions Committee he or she cannot act in place of the governing body in determining the school’s admission policy, or in deciding on the admission of an individual child.** The headteacher should declare an interest should a family be known to them. Headteachers, or any other member of staff, must not interview prospective applicants or their parents.

**2.5 The priest**

2.5.1 The role of the priest in the admissions process in the Diocese of Portsmouth is fundamental in enabling the Bishop’s expectation that all Catholic schools will give first priority to Catholic applicants. Part of that role is to provide evidence, where applicable, about practice. This should be done using the supplementary information form. **The priest should not be asked for any additional information.**

2.5.2 Membership of the Catholic Church is evidenced by a certificate of baptism. However, there will be circumstances when the priest may be asked to provide evidence that a child / parent has been received into the Church.

2.5.3 **The basis for the priest providing information is on the understanding that he is not part of the governors’ decision to admit or refuse a child.** The information provided by the priest in relation to school admissions will be available to all involved in the admissions arrangements including admission appeal panel members.

2.5.4 Governing bodies should consider carefully the composition of the admissions committee, guarding against any possible conflicts of interest for those who make decisions. It is recognised that priests have to maintain a balance between their pastoral and other roles and that there is a potential conflict of interest for any priest who is a governor of a school. **Priests who provide information on the supplementary information form and are also governors in the school must not be members of the Admissions Committee and must not take part in the governors’ discussions relating to applications and decisions on who should be offered places.**

**2.6 The role of the parent/carer**

2.6.1 Parents who seek a Catholic education for their children must find out the admission arrangements for each school to which they may wish to apply. If anything is unclear they should seek help from the school. Schools may need to provide guidance and translated information to some parents or carers but care should be taken that this does not take the form of an interview.

2.6.2 Parents/carers must ensure that they complete the Local Authority’s Common Application Form (CAF). An application is not valid without the completion and submission of the CAF. Many Catholic schools request the completion of a Supplementary Information Form (SIF) particularly to establish the level of religious practice and /or membership of other Christian and faith traditions. The completion of a SIF is not obligatory but parents/carers need to be aware that if a completed SIF is not submitted when requested, governors can only consider the application against the oversubscription criteria on the information in the CAF and evidence they receive such as the baptismal certificate. It should be noted that a separate SIF needs to be completed for each Catholic school that parents/carers apply for.

**2.7 The local authority (LA)**

2.7.1 The LA has two functions: (i) to act as the admissions authority for community and voluntary controlled schools; and (ii) to co-ordinate all admissions in its area. There is no requirement for the LA to co-ordinate in-year applications; they must explain in the composite prospectus how in-year applications can be made.

**3. Review, statutory consultation and determination of admission arrangements**

* 1. **Process3.2 Review**

**Consultation required every 7 years**

**Governors publish arrangements on website, notify appropriate bodies, including LA and Diocese**

**by 15th March 2021**

**Consultation not required. Send proposed policy to Catholic Academies and Schools Office (CASO)**

**Governors consider any advice from CASO**

**6 week consultation between 1 October and 31 January**

**Changes proposed**

**Review admissions arrangements: Autumn Term**

**Governors determine 2022/23 admissions arrangements (and publish 2021 appeals timetable on website)**

 **by 28 February 2021**

**Governors consider responses to consultation**

**No changes proposed**

**Governors consider responses to consultation**

**Changes required to comply with Code and/or regulations**

3.2.1 As with all policies and procedures of the governing body, the admissions arrangements (including any supplementary information form) should be reviewed annually, in the Autumn Term. The review should consider how effective the arrangements have been in serving the local Catholic population in the previous year, as well as any significant changes in the local Catholic population. The review should also ensure that all oversubscription criteria in the admissions arrangements are reasonable, clear, objective, procedurally fair, and comply with all relevant legislation.

3.2.2 The detailed review and drawing up of recommendations for changes can be carried out by an admissions committee (where the governing body has established this committee) as part of its delegated functions, but the Diocese expects determination of the arrangements to be made by the full governing body.

3.2.3 Any queries or uncertainties which governors may have should be clarified during this review period by reference to the Catholic Academies and Schools Office and this guidance document.

3.2.4 **It is important that all schools in the Diocese consult with the Catholic Academies and Schools Office when any change to the school’s admission arrangements is being contemplated.** The Code makes clear that, when reviewing and drawing up admissions arrangements, the admission authorities of Catholic schools must have regard to the guidance provided by their religious authority when constructing faith-based oversubscription criteria and when detailing how membership or practice of the faith is to be demonstrated. For all Catholic schools in the Diocese of Portsmouth the guidance referred to is provided by the Catholic Academies and Schools Office on behalf of the Bishop, the religious authority for the Diocese.

3.2.5 The School Admissions Code was amended in December 2014. Some determined arrangements may, inadvertently, not comply with all requirements of the Code. Governing bodies which are not proposing any material changes to their arrangements for 2022-23 are advised to check carefully that these arrangements are compliant by referring to the Code and to this guidance when reviewing their arrangements.

**3.3 Statutory consultation**

3.3.1 When an admission authority proposes changes to admission arrangements, that admission authority **must consult** on its admission arrangements, including any supplementary information form. Where the admission arrangements have not changed from the previous year there is no requirement to consult annually, but admission authorities **must consult** on their admission arrangements at least once every 7 years, even if there have been no changes during that period. Failure to consult effectively may be grounds for subsequent complaints and appeals (para 1.45 of the Admissions Code).

3.3.2 School sixth form admission arrangements for external applicants must be consulted upon, determined and published in accordance with the same timetable as for admission arrangements for other entry points.

* + 1. Own admission authorities are not required to consult on any proposed increase to the PAN on their admission arrangements although Catholic schools in the Diocese would need Trustee approval – See 4.4.1.

3.3.4 A change to the admission arrangements to comply with the mandatory provisions of the Code or the School Admissions Regulations does not require consultation.

**3.4 Consultation period**

3.4.1 For admissions arrangements for entry in 2022 the consultation **must** run for a minimum of 6 weeks between 1 October 2020 and 31 January 2021. In order to fulfill the statutory consultation requirements, the very latest date by which admissions authorities must start their consultation is Friday 18 December 2020. However, as this would cover the Christmas period it is suggested that the consultation start earlier, so that any queries can be answered before the holiday period.

**3.5 Consultees**

3.5.1 Admission authorities **must** consult with:

* the Catholic Academies and Schools Office;
* the local authority (LA);
* any neighbouring LAs where the LA is an admission authority;
* all other admission authorities within the relevant area (NB primary schools need not consult secondary schools);
* parents of children between the ages of two and eighteen;
* other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions, e.g. nurseries, children’s centres, minority ethnic groups.

3.5.2 The School Standards and Framework Act 1998, requires each local authority to establish a **Relevant Area**(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before determining the final arrangements. There is a legal requirement for the local authority to review its Relevant Area every two years.

**Admissions Authorities must obtain the relevant information from their local authority**. An example is given below – this is the proposed form of words from Hampshire County Council for primary schools and academies with a religious character (there is a separate form of words for secondary schools/academies):

PRIMARY AIDED SCHOOLS AND ACADEMIES DESIGNATED AS HAVING A RELIGIOUS CHARACTER, having first consulted with their Diocese, will consult with:

* Hampshire County Council;
* Any neighbouring local authority within 2 miles;
* All maintained primary schools within 2 miles;
* Any other Hampshire primary school likely to be affected by the consulting school’s admission arrangements, as agreed by the LA and two schools concerned.

3.5.3 In some cases LAs will inform consultees on behalf of admission authorities in their area, but this should not be taken for granted. The ultimate responsibility for the consultation rests with the admission authority.

3.5.4 It is also good practice to bring the consultation to the notice of the parents of the current school population who may have siblings who could be affected by any proposed change.

**3.6 Methods of consultation**

3.6.1 Notice of the consultation should be advertised in a local newspaper, posted on parish and school notice boards and school website and sent to groups indicated in 3.5 above. Please refer to the example notice of consultation below.

3.6.2 For the duration of the consultation period, the admission authority **must** publish a copy of their full proposed admission arrangements, including proposed published admissions number (PAN), on their website together with details of the person within the admission authority to whom comments should be sent.

3.6.3 In case of subsequent complaints it is important that admission authorities keep a record of comments received during consultation.

**CONSULTATION**

**ADMISSIONS ARRANGEMENTS SEPTEMBER 20xx**

As required by regulations the governing body of XXXX School, *(insert address)* will be conducting a consultation on its proposed admissions arrangements for the school year 2020 – 2021. The consultation period runs for a minimum period of 6 weeks
 from xxxx until xxxx .

 Copies of the proposed arrangements can be obtained from the school office or downloaded from the school website xxxx.

Comments on the arrangements should be sent to the clerk to the governing body by
*date to be decided by governing body*

Email ……….

The governing body will consider all comments received before determining its admission arrangements by 28 February 20xx.

**3.7 Determination / approval of the admissions policy, including the SIF**

3.7.1 Following consultation if applicable, admission authorities have until **28th February 2021** to consider any responses, make the necessary amendments and determine their admission arrangements for the school year 2022/2023. **Minutes of the relevant governing body or governors’ committee meeting should record consultation responses received, summary of discussion thereon and determination of the arrangements.**

3.7.2 Even if admission arrangements have not changed and a consultation has not been required admission authorities **must** determine admission arrangements by **28th February 2021.** The Diocese expects the determinationto beundertaken by the full governing body and minuted accordingly.

**3.8 Notification and publication**

3.8.1 Following determination admission authorities **must** notify the consultees in 3.5 above and the governing bodies of voluntary controlled and community schools in the relevant area. They **must** publish a copy of the determined arrangements including any material such as maps or a link to maps at <http://www.portsmouthdiocese.org.uk/parishboundaries.php> (see 6.3.2 below) on their website for the whole offer year and they **must send a copy of their full, determined arrangements to the Catholic Academies and Schools Office** and the local authority by **15 March 2021.**

|  |
| --- |
| **3.9 Checklist and timetable for governing bodies for admission arrangements for 2022-23.** |
| **ACTION** | **TIMESCALE** | **WHO** |
|  | **Governing bodies proposing** **a changed policy** | **ALL governing bodies** |
| 1 | Review current policy and if appropriate draw up proposed policy for consultation. Where higher Published Admission Number (PAN) is being considered, discuss with Catholic Academies and Schools Office. Trustees approval will be required. \* See note below | Autumn 2019  |  | 🗸 |
| 2  | Send proposed arrangements (does not include proposals for higher PAN) out for consultation to the Catholic Academies and Schools Office, home local authority (LA), other LAs if they are in the relevant area, other admissions authorities, nursery and early years providers within the relevant area. In order to fulfil the statutory consultation requirements, the very latest date by which admissions authorities **must** start their consultation is 20th December 2019.  | For period of 6 weeks between 1st October 2020 and 31st January 2021  | 🗸 |  |
| 3 | Put proposed arrangements for consultation on school website.  | As for 2  | 🗸 |  |
| 4 | Publish notices in school newsletter and parish(es) newsletters alerting the local community to the consultation, where to obtain copies of the arrangements and where to send replies | As for 2  | 🗸 |  |
| 5 | Send similar notice to any significant ethnic communities in their home language where appropriate.  | As for 2  | 🗸 |  |
| 6 | Publish similar notice for the wider community in any free local newspaper in your area.  | As for 2  | 🗸 |  |
| 7 | Consider responses received to the consultation.  | Jan - February 2021 | 🗸 |  |
| 8 | Determine admissions arrangements for 2021-2022, even if no consultation had to take place. Publish arrangements on school website (including SIF , maps etc) for whole of offer yearPublish 2020 Summer Appeals timetable on website | By 28th February 2021 |  | 🗸 |
| 9 | Notify those consulted of determined arrangements. | By 15th March 2021 | 🗸 |  |
| 10 | Send copy of full determined arrangements to Diocese and LA. The school should check the LA website to double check that the details for their school are correct.  | By 15th March2021 |  | 🗸 |
| 11 | Where a higher Published Admission Number (PAN) has been determined, admission authority must notify the LA and make specific reference to the change on their website. | By 15th March 2021 | 🗸 |  |
| 12 | The LA **must** publish on their website where the arrangements for schools can be viewed. The school should check on the LA website that the details for their school are correct.  | By 15th March 2021 |  | 🗸 |
| 13  | Any objections to the arrangements **must** be made to the Schools Adjudicator.  | By 15th May 2021 |  |  |
| 14  | Provide all information the LA needs to compile composite prospectus.  | By 8th August 2021 or date agreed by LA  |  | 🗸 |
| 15 | LA **must** publish composite prospectus for 2020/20, containing the school’s admission arrangements and SIF.  | By 12th September 2021 |  |  |

**Note: \*** where an increase in PAN requires physical expansion, school organisation regulations must be followed. Physical expansion will require the approval of the Trustees and may require full consultation and the publication of statutory notices.

**3.10 Objections to admission arrangements**

3.10.1 Admissions authorities should be aware that:-

1. Local authorities **must** refer an objection to the Schools Adjudicator if they consider any determined admission arrangements to be unlawful.
2. Any body or any person who considers that admissions arrangements are unlawful or not in compliance with the Code can make an objection to the Schools Adjudicator. This would include the religious authority, a parent or just a member of the public, who can remain anonymous.

**4. Admission number**

**4.1 Published Admission Number (PAN)**

4.1.1 Admission authorities **must** publish an admission number (PAN) for each “relevant age group”. This is defined in law as “an age group in which pupils are or will normally be admitted” to the school in question. It may be necessary for some schools to have more than one admission number. For example:

*(a) secondary:* where a secondary school operates a sixth form and admits children from other schools at age 16, for instance, an admission number will be required for year 12 as well as for the main year or years in which children join the lower school (normally year 7). Admission numbers **must** refer in each case to children to be admitted to the school for the first time. The number **must** not include children transferring from earlier age groups.

*(b) primary:* where a primary school makes nursery provision, the admission number will be, as for schools without nursery provision, the number of all children to be admitted to the reception year.

**4.2 Admission of children below compulsory school age**

4.2.1 Admission arrangements for primary schools **must** provide for the admission of all children in the September following their fourth birthday. Admission authorities **must** state clearly in their admissions arrangements that:

* The arrangements do not apply to those being admitted for nursery provision, including nursery provision delivered in a co-located children’s centre;
* Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class;
* Attendance at the nursery or co-located children’s centre does not guarantee admission to the school;
* Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year (no later than the start of the term after their fifth birthday);
* Parents can request that their child attends part-time until the child reaches compulsory school age.

**4.3 Infant class size**

4.3.1 In setting the PAN admission authorities for primary schools **must** ensure that they can comply with the Infant Class Size Regulations. Classes where the majority of children will reach the age of 5, 6 or 7 during the school year **must** not contain more than 30 pupils with a single teacher.

**4.4 Increasing the PAN**

4.4.1 A school’s PAN can be increased without the need to consult, but the admission authority **must** notify their local authority of their intention to increase the school’s PAN and reference to the change should be made on the school’s website. However, in accordance with their Trust Deed, the Diocese expects governing bodies of Catholic schools and board of directors of Catholic academies to discuss any such proposal with the Catholic Academies and Schools Office and secure the approval of the Trustees’ Schools Committee before determination.

**4.5 Admissions above the PAN**

4.5.1 Following determination of the PAN, an admission authority can admit above its PAN, but it **must** notify the LA in good time to facilitate effective coordination. An admission authority can also admit above their PAN in-year. In either case, schools are advised to consult the Catholic Academies and Schools Office for advice. Admission authorities should have good reasons to admit above the PAN in such circumstances and should avoid ad hoc decisions to increase the PAN. They should be aware that admitting over PAN may be a factor that appeal panels will take into account.

**4.6 Reducing the PAN**

4.6.1 Admission authorities **must** consult as detailed in 3.5 above if they are proposing a decrease in the PAN.

**5. Oversubscription criteria**

**5.1 Clarity, objectivity and fairness**

5.1.1 Admission authorities **must** set out in their arrangements oversubscription criteria and the order in which they will be applied when there are more applications than places. **Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation. Parents should be able to understand how their application will be handled and what chance their child’s application has of succeeding. Oversubscription criteria must also include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.** Random allocation is an option. Refer to para 5.11 below.

5.1.2 **The way that the oversubscription criteria are constructed should be clear to those reading them.** It is advisable to set out the criteria in a numbered list, with those who fall within criterion 1 being admitted before those in criterion 2, and so on. **The criteria themselves should be as simple as possible. Definitions, clarifications, and requirements in relation to supporting evidence should, therefore, be included in explanatory notes which form part of the admission policy.**

5.1.3 **Governing bodies should avoid proliferation of criteria which are not required**. For example, a school which is routinely heavily oversubscribed with Catholic children is unlikely to require criteria which distinguish between different types of non-Catholic children, conversely, **a school which always admits non-Catholic children each year is unlikely to require evidence of Catholic practice**. You should, however, always remember to include as the final criterion “any other children” to avoid inadvertently appearing to exclude any applicants.

5.1.4 Oversubscription criteria must be included in Sixth Form application policies for students applying from other schools. Admission authorities can set academic entry criteria for their sixth forms, which must be the same for both external and internal places. As with other points of entry to schools, highest priority in oversubscription criteria for sixth form places must be given to looked after children and previously looked after children who meet the academic entry criteria. Any meetings held to discuss options and courses must not form part of the decision process on whether to offer a place.

5.1.5 This guidance deals with the most common issues relating to oversubscription criteria.

**5.2 Prohibited practices**

5.2.1 In settingoversubscription criteria admissions authorities **must not** give priority according to:

* the order of schools named as preferences, including ‘first preference first’;
* practical or financial support parents may give to the school or associated organisation, e.g. church or parish. The 2014 Code makes an exception where parents pay optional nursery fees to the school or school-owned subsidiary which runs the nursery, for additional hours on top of their 15-hour funded early education, where children from the nursery are given priority for admission to Reception;
* occupational, financial, marital or educational status of parents In the Admissions Code the exceptions to this are children of staff at the school and those eligible for the early years pupil premium, the pupil premium and the service premium who may be prioritised in the arrangements;
* any previous schools attended unless a named feeder school;
* reports from previous schools about the child or other children in the family.

5.2.2 In addition, admissions authorities **must not**:

* name fee-paying independent schools as feeder schools;
* interview children or parents. In the case of sixth form applications, a meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting cannot form part of the decision making process on whether to offer a place.
* request financial contributions;
* request photographs of a child;
* discriminate against or disadvantage disabled children, those with special educational needs, or those applying for admission outside their normal age group where an admission authority has agreed to this under paragraphs 2.17 to 2.17B of the new code (e.g. summer born children).

**5.3 Children with Education, Health & Care plans**

5.3.1 The admission arrangements **must** clearly state that children with Education, Health & Care plans which name the school will be admitted. This is irrespective of oversubscription criteria and they **must** be counted towards the admission number when considering whether there is still a place available for another child without a statement.

**5.4 Looked after children and previously looked after children**

5.4.1 The Code states that the highest priority **must** be given to looked after children and previously looked after children. The Admissions Code 2014 revises the definition of ‘previously looked after children’ to make it clear that it applies to all previously looked after children of compulsory school age, not just those from December 2005. The admissions arrangements should include definitions:

5.4.2 ‘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 a local authority in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.

5.4.3 ‘Previously looked after children’ are children who were looked after, but ceased to be so because they were adopted .This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order18 or special guardianship order19). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

5.4.4 The Code allows Catholic schools to give first priority to baptised Catholic looked after children and previously looked after children, followed by all other Catholic children, then priority to other looked after children and previously looked after children, followed by all other non-Catholic children.

**5.5 Siblings**

5.5.1 Admission authorities **must** state clearlywhat ‘sibling’ means in their arrangements, whether the term refers to step / foster / adopted siblings and other children living in the same household. The following is an example of a definition of sibling:

“Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s / carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.”

5.5.2 While giving a degree of priority to siblings is generally regarded as good practice, admission authorities should note that the Diocese expects priority to be given to baptised Catholic children above all others.

**5.6 Children eligible for service premium, pupil premium and early years premium**

5.6.1 Schools may give priority in their oversubscription criteria to children eligible for the pupil premium and also children eligible for the service premium. Schools should clearly define in the arrangements the categories of eligible premium recipients to be prioritised. If a school chooses to use these criteria, the diocese expects that priority will be given to baptised catholic children who are eligible for the premium (see discussions of looked after children at 5.4.4)

5.6.2 Admission authorities may give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium or the service premium who:

a) are in a nursery class in the school; or

b) attend a nursery that is established and run by the school, including through a school-owned subsidiary.

Any admission authority of a Catholic school considering use of these new criteria should discuss this with the Catholic Academies and Schools Office**. Uncertainty over legal issues means that at present CASO does not recommend their use.**

**5.7 Children of staff**

5.7.1 Admission authorities can give priority in their oversubscription criteria to children of staff in certain circumstances. However, the diocese advises its schools not to do so because it could lead to Catholic families in the local parish(es) or pastoral area not gaining places for their children in a Catholic school. **Any admission authority of a Catholic school considering this as a possible criterion should discuss this with the Catholic Academies and Schools Office.**

**5.8 Distance**

5.8.1 Admission authorities are required to set out clearly how distance from home to school will be measured**.** Admission authorities should use measurements provided by their local authority. Example statement in admissions arrangements: “Distance will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school by the local authority using a computerised measuring system, with those living closer to the school receiving the higher priority.”

5.8.2 Admission authorities **must** also define the “home address” for admission purposes in cases where the child lives for part of the week with each parent, for example, “the address where the child lives for the majority of the time.”

**5.9 Feeder schools**

5.9.1 Secondary schools can name primary schools as feeder schools. The selection of feeder schools as an oversubscription criterion **must** be transparent and made on reasonable grounds.

5.9.2 The school adjudicator wrote in the 2014-15 annual report: “There should be meaningful links between the feeder and receiving school. There should also be sufficient places at the receiving school for children attending the named feeder schools to have a realistic chance of progressing and places available for children not able to attend the feeder school or schools. **Where the sum of the published admission number of the primary/junior feeder schools is almost the same as or greater than that of the secondary school it is very likely that the naming of the feeders will be judged unfair**.”

**5.10 Social and medical need**

5.10.1 If social and medical need is used as an oversubscription criterion, the admission authority **must** set out in their arrangements how they will define this need and give clear details about what supporting evidence will be required, e.g. a letter from a doctor or social worker.

**5.11 Random allocation**

5.11.1 Thiscannotbeusedas the principal oversubscription criterion for allocating places. Where it is used, e.g. as a tiebreaker, the admission arrangements **must** state clearly how it will operate and it **must** be supervised by someone independent of the school. An example of its use: “In the unlikely event of the distance between two children’s homes and the school being the same, random allocation will be used, which will be supervised by the local authority.”

**5.12 Faith based oversubscription criteria.**

5.12.1 The Code makes clear thatschools designated as having a religious character can use faith-based oversubscription criteria and allocate places by reference to faith when the school is oversubscribed.

**6. Membership and practice in the Catholic Church**

**6.1       Membership of the Catholic Church**

6.1.1    The Admissions Code places a mandatory requirement for schools to both consult the Diocese when membership or practice is to be demonstrated and to have regard to any Diocesan guidance ‘when constructing faith-based oversubscription criteria’.

6.1.2    **Governing bodies should only use definitions provided by the Diocese in relation to how membership of the Church or practice is to be demonstrated.**

6.1.3    The definition of membership of the Catholic Church is Baptism or reception into full communion with the Church, evidenced by a baptismal certificate or statement from the parish in which the reception took place. Governing bodies should therefore require, and must accept either of the following as evidence of membership of the Catholic Church:

(a)  a certificate of baptism from a Catholic church.

(b)  a certificate of reception into full communion with the Catholic Church.

Here the term ‘certificate’ means a certified copy of an entry in the appropriate register. Since it is possible for parents to obtain duplicate certificates when required, it is reasonable for governing bodies to require the production of one of these documents to support an application for admission to the school, or, in exceptional circumstances, other documentary evidence acceptable to the governors.

The understanding of **Catholic practice** for the purpose of admission to schools in the Diocese of Portsmouth is “membership of the Catholic Church and attendance at Sunday Mass (this includes a Saturday evening Vigil Mass)”, evidenced by a priest on the supplementary information form.  No further evidence of practice should be sought or required.

6.1.4    In their arrangements admission authorities should provide a definition of “Catholic” as a note to their oversubscription criteria, for example,

*“‘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 in the process of adoption and living within a family where at least one of the parents is Catholic.”*

6.1.5    It is important to use the term “Catholic” not “Roman Catholic” because the term “Roman Catholic” would exclude Catholics from traditions other than the Latin (Roman) tradition. This includes members of the twenty-one Eastern Catholic Churches in full communion with the See of Rome. Members of these Churches have the full rights of any member of the Catholic Church and must not be discriminated against in any way, directly or indirectly.  It should be noted that there are members of “Eastern rite” Catholic churches in parishes in this diocese who clearly want their children to have a Catholic education.

6.1.6    A list of Catholic churches in communion with the See of Rome can be found as Appendix 1 attached to this document.  Appendix 1 also provides a list of Eastern Christian Churches which are not in full communion with the See of Rome.

6.1.7    **The Diocese expects admissions authorities to give priority to Catholics over all other applicants in their oversubscription criteria. Schools which are not fully subscribed with Catholics should refer to membership of the Catholic Church in oversubscription criteria.  They should have no need to refer to religious practice. ​**

**6.2 Religious practice in the Catholic Church**

6.2.1 For schools which are oversubscribed with Catholics practice can be used to distinguish between applications.

6.2.2 The School Admissions Code recognises the rights of the Church to define Catholic practice. **The definition of what is a practising Catholic is for the church authorities to define not for governing bodies.**

6.2.3 For schools which are oversubscribed with baptised Catholics practice can be used to distinguish between applications. For school admissions purposes, the policy **must** define practice as “attendance at Sunday (or Saturday evening) Mass”. Furthermore, our advice would be for practice to be broken down into the following two levels:-

**Regular:** attendance at Sunday (or Saturday evening) Mass weekly

**Occasional**: attendance at Sunday (or Saturday evening) Mass at least monthly

First priority **must** always be given to those who attend Mass every Sunday.

6.2.4 **Other than attendance at Sunday Mass no other measures of practice should be used.**

6.2.5 A supplementary information form should be used to obtain confirmation of practice.

6.2.6 In order to safeguard the administration of the policy in the event of a pandemic or other event which could result in the obligation to attend Mass being removed, it is recommended the following wording is included in policies and supplementary information forms which use frequency of Mass attendance as an oversubscription criteria. *‘In the event that during any period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance* ***will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public wors****hip.*

*If the church, relevant place of worship or alternative premises have been* ***unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply****.’*

6.2.7 It is also recommended that **all** schools include reference to a willingness to accept electronic signatures from priests or other faith ministers if this is part of an email sent from an official email account.

**6.3 Catholic parishes and pastoral areas**

6.3.1 The Diocese is committed to the principle that as many Catholic children as possible should be able to take advantage of the education provided in Catholic schools.

6.3.2 Admissions authorities may give priority to Catholic children of families living within the community served by the local church/es, parish, or a number of parishes within a pastoral area, over other Catholics (See 6.3.6 re place of worship). **If parents need to refer to a map, this should be available on the school website.** Schools could upload the relevant pages from the document sent out by the Catholic Academies and Schools Office in September 2016, entitled ‘The Diocese of Portsmouth Parish Boundaries 2016’. This can also be found on the diocesan website at: <http://www.portsmouthdiocese.org.uk/parishboundaries.php>.

6.3.3 Admissions authorities may give priority to Catholic children of families living within a pastoral area (or the new larger parish) irrespective of the community served by the local church/es, parish, or a number of parishes within that area, over Catholics of families living outside the pastoral area (see 6.3.7 re place of worship).

6.3.4 Admission authorities may give priority to baptised Catholics irrespective of where they live, allowing all applicants to exercise choice and diversity.

6.3.5 When residence in specific parishes is a criterion, schools and parishes should work together to ensure that no parish in any pastoral area is left out, particularly in the case of parishes without schools. If parishes are named in admission criteria, they should be given equal status.

6.3.6 Residence in a parish/pastoral area allows for worship elsewhere, e.g. ethnic chaplaincies. **Governing bodies should not require worship in a particular parish** because:

* Those attending ethnic chaplaincies may claim discrimination under the Equality Act. Not all chaplaincies have a church or permanent base, but they are a ‘parish community’ for a significant number of Catholic families. For the purposes of admission arrangements, an ethnic chaplaincy should be considered as a parish;
* Families in parishes where there is no school may leave their parish to worship in the named parish, so increasing their chances of a place. This favours the more mobile and has an adverse effect on the life of some parishes.

6.3.7 **In all circumstances Catholic schools are encouraged to work with each other to draw up admissions arrangements which ensure that places are provided equitably for all members of their local Catholic communities.**

**6.4 Members of Eastern Christian churches**

6.4.1 There are members of some of the Eastern Christian churches, listed in Appendix 1, living within the Diocese who, because of the closeness of their church to the Catholic Church in sacramental and doctrinal terms, apply for their children to attend Catholic schools. Members of these churches can form a distinct oversubscription criterion which should be placed after the “other looked after children” and before the “other Christians” criterion. Please refer to example in Section 7.2.1 example 2 below.

**6.5 “Heritage Catholics”**

6.5.1 Some governing bodies may wish to give some priority to unbaptised children with (a) baptised Catholic parent(s). If such a category is used it **must** be placed after all Catholic categories and after “Other looked after children and previously looked after children”.

**6.6 Members of other Christian denominations**

6.6.1In admissions arrangements other Christian denominationsshould be defined as: *children who belong to other churches and ecclesial communities which, acknowledging 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.*

6.6.2 All members of Churches Together in England and of CYTUN 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.

6.6.3 **Admission authorities should not expect members of other Christian denominations to demonstrate Catholic expectations of religious practice.** It is for the religious leader of the relevant Christian denomination to determine commitment to that denomination.

**6.7 Members of other faiths**

6.7.1 In admissions arrangements other other faithsshould be defined as: 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.

6.7.2 Evidence of membership should be a statement of membership made on a letter from a faith leader.

6.7.3 Admission authorities should not expect members of other faiths to demonstrate religious practice. It is for the leader of the relevant faith to determine commitment to that faith.

**7. Applications, co-ordination and allocation of places**

**7.1 The process**

|  |  |  |
| --- | --- | --- |
| Parents complete CAF |  | Parents complete SIF |
|  |  |  |
| LA receives CAFs |  |  |
|  |  | School receives SIFs |
| LA sends details of all applicants to school |  |  |
|  |  |  |
| GB or GB Admissions Committee ranks all applicants according to oversubscription criteria |
|  |
| GB returns ranked list to LA |
|  |
| LA allocates places according to governors’ rankings and parental preferences |

LA = Local Authority CAF = Common Application Form

GB=Governing Body SIF = Supplementary Information Form

**7.2 Common Application Form (CAF)**

7.2.1 Whenapplying for a school place for their child in the main admissions round parents/ carers are required to complete their local authority’s Common Application Form. Submission of a CAF to the local authority constitutes a valid application. Applications which consist solely of a CAF must be considered by the admissions authority on the basis of the information contained in the CAF.

**7.3 Supplementary Information Form (SIF)**

7.3.1 Admission authorities of Catholic schools often need information additional to that collected on the CAF in order to apply their oversubscription criteria to applications. A SIF is used to collect such information. **Admission authorities should not insist that applicants complete a SIF. Wording should be clear as to which applicants are recommended to compete the SIF.**

7.3.2 The information requested on a SIF **must** have a direct bearing on decisions about oversubscription criteria. SIFs **must not** request:

* any personal details about parents and families, e.g. maiden names, criminal convictions, marital or financial status;
* the first language of parents or the child;
* details about parents’ or child’s disabilities, special educational needs or medical conditions;
* parents to agree to support the ethos of the school in a practical way;
* both parents to sign the form, or the child to complete the form;
* the names and year groups of siblings already attending the school, as this information should be included in the CAF (recent adjudication).

7.3.3 Neither must they request any of the prohibited information listed in section 5.2.

7.3.4 The additional information which Catholic school admission authorities require relates to religious practice (see section 6.2 above). Questions on the SIF which seek information should correspond exactly to what is stated in oversubscription criteria and any explanatory notes to the criteria.

7.3.5 Examples of SIFs can be found at Appendix 2. Care must be taken to only request information which will be required to place an application in the correct oversubscription category, and, in the case of Catholic applicants, to rank applicants within a category in terms of Catholic practice.

**7.4 Other information**

7.4.1 Admission authorities can request:

* proof of address;
* proof of birth date, but only after a place has been offered;
* copy of adoption order, residence order or special guardianship order;
* letter from LA confirming previously looked after status.

**7.5 Sixth Forms**

7.5.1 Admission authorities can set academic entry criteria for their sixth forms, which must be the same for both external and internal places. School sixth form admission arrangements for external applicants must be consulted upon, determined and published in accordance with the same timetable as for admission arrangements for other entry points. As with other points of entry to schools, highest priority in oversubscription criteria for sixth form places must be given to looked after children and previously looked after children who meet the academic entry criteria. Any meetings held to discuss options and courses must not form part of the decision process on whether to offer a place.

**7.6 Applying admissions arrangements**

**(i) Schools which are undersubscribed**

7.6.1 Where the number of places (PAN) available exceeds the number of applications, an admission authority cannot refuse to offer a place to any applicant. Section 86(5) of the School Standards and Framework Act 1998 requires that in a normal year of entry, a child **must not** be refused admission to a school on the grounds of prejudice to efficient education or the efficient use of resources except where the number of applications for admission exceeds the admission number.

**(ii) Schools which are oversubscribed**

7.6.2 Admission authorities **must** rank applications in accordance with the oversubscription criteria in their determined arrangements. **Decisions on applications must not be made by any one individual in the admission authority. The whole governing body, or an admissions committee established by the governing body for the operation of its admissions arrangements, must make all such decisions.**

**7.7 Allocation of places**

7.7.1 In the normal admissions round, in accordance with co-ordinated admissions schemes, offers of school places **must** be sent by the home local authority.

7.7.2 Members and employees of admission authorities **must not** contact parents about the outcome of their applications before the formal notification of offers by the LA.

7.7.3 If a place for a child can be potentially offered at more than one school, the LA will offer a place at the school which is the family’s highest preference. If the LA is unable to offer a place at one of the parents’ preferred schools it **must**, if there are places available, offer a place at another school.

**7.8 Withdrawing offers or places**

7.8.1 An offer can only be withdrawn if:

* it has been offered in error;
* a parent has not responded within a reasonable time;
* the application was fraudulent or intentionally misleading.

7.8.2 If the child has already started school, the place can only be withdrawn if it was fraudulently obtained.

**7.9 Allocation of places in infant classes**

7.9.1 Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single teacher. However, in the following exceptional circumstances additional children can be admitted to infant classes:

* children admitted outside the normal admissions round with statements of special educational needs which name a school;
* looked after children and previously looked after children admitted outside the normal admissions round;
* children admitted, after initial allocation of places, because of a procedural error in the original application process;
* children admitted by an independent appeals panel;
* children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
* children of UK service personnel admitted outside the normal admissions round;
* children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
* children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

7.9.2 In all the above circumstances the children remain excepted pupils for the time they remain in an infant class or until numbers in the class fall back to 30.

**7.10 Waiting lists**

7.10.1 Admission authorities **must** maintain a waiting list until at least 31st December of each school year of admission. They **must** state in their arrangements that every time a child is added the list will be ranked again in line with the published oversubscription criteria.

7.10.2 Admission authorities **must** also state clearly in their arrangements that looked after children, previously looked after children, and those allocated a place at the school through the Fair Access Protocol take precedence over those on the waiting list.

**7.11 Starting school**

7.11.1 Admission authorities must provide for the admission of all children in the September following their fourth birthday. The authority must make it clear in their arrangements that:

* 1. children are entitled to a full-time place in the September following their fourth birthday;
	2. parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made; and
	3. where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7.11.2 **By law, children have to be in full-time education by the prescribed day following their fifth birthday (**31 Dec, 31 March, 31 Aug**).** Exceptionally,parents of children with birthdays between 1 April and 31 August 2015 (inclusive) may wish to defer admission until September 2021 and may request admission to YR. See below.

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

7.12.1 Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

7.12.2 Where the parents of a summer born child choose not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to Reception rather than Year 1. Schools must make clear in their admission arrangements the process for requesting admission out of the normal age group . For example, “It is recommended that before deciding to decelerate a child’s admission, parents first contact the school.  School staff will be able to explain the provision on offer to children in Year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school.  If parents still wish to decelerate their child’s admission to school, they must seek approval**from the school governors.**  Parents would be expected to state clearly in writing why they felt deferred admission to Year R was in their child’s best interests. Parents are also advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request for deceleration has been reached.”

Schools may wish to make parents aware of any advice from their LA, for example, <http://www3.hants.gov.uk/ad-summerborn>

7.12.2 It is for the admissions authority to make the decision. However, the admissions authority must make decisions on the basis of the circumstances of each case. This will include taking account of the parent’s views, information about the child’s academic, social and emotional development, and whether they have previously been educated out of their normal age group. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group their child should be admitted to, the admission authority must set out clearly the reasons for their decision.

7.12.3 Where an admission authority agrees to a parent’s request for their child to admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

7.12.4 They must not give the application lower priority on the basis that the child is not of the correct age.

7.12.5 Parents’ statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not in their preferred age group.

**8. Diocesan Model Templates**

**8.1 Template for oversubscription criteria**

8.1.1 The following template provides the basic structure for admissions authorities of Catholic schools in drawing up their list of over-subscription criteria.

1. Catholic looked after and previously looked after children
2. Catholic children from practising Catholic families (if desired, where schools are over-subscribed with baptised Catholics)
3. Other Catholic children
4. Other looked after and previously looked after children
5. Other Christian tradition/faith categories (if applicable)
6. Other applicants

**8.2 Oversubscription criteria: other examples**

8.2.1 The following are examples of acceptable oversubscription criteria in line with the template above.

**Example 1**

1. Catholic looked after children and previously looked after children
2. Catholic children with a sibling in the school at the time of admission
3. Catholic children who live in the Parish/Pastoral Area of X / new larger parish of Y
4. Catholic children who live in other parishes
5. Other looked after children and previously looked after children
6. Other siblings
7. Other applicants

Tiebreaker within each category:

1. Distance
2. Random allocation

**Example 2**

1. Catholic looked after children and previously looked after children
2. Catholic children of practising Catholic families resident in the Parish of Y / Pastoral Area of X
3. Catholic children of practising Catholic families resident in other parishes
4. Other Catholic children
5. Other looked after children and previously looked after children
6. Children who are baptised members of Eastern Orthodox Churches.
7. Children of families who are members of other Christian denominations.
8. Children of other faiths.
9. Any other children.

 Tiebreakers:

1. Siblings
2. Distance
3. Random allocation

**Example 3**

1. Catholic looked after children and previously looked after children
2. Catholic children resident in the Parish of Y / Pastoral Area of X
3. Catholic children resident in other parishes
4. Other looked after children and previously looked after children
5. Children of families who are members of other Christian denominations.
6. Children of other faiths.
7. Any other children.

 Tiebreakers:

 Categories 2 and 3: All other categories:

1. Religious practice (i) Siblings
2. Siblings (ii) Distance
3. Distance (iii) Random allocation
4. Random allocation

**8.3 Diocesan Model Admission Policies and Supplementary Information Forms**

8.3.1 Appendix 2 provides a number of model admission policies together with the relevant supplementary information form. These cover:

* Primary school where evidence of Catholic practice is not required.
* Primary school where evidence of Catholic practice is required.
* Secondary school where evidence of Catholic practice is not required.
* Secondary school where evidence of Catholic practice is required.

**9. Admission appeals**

**9.1 Right to appeal**

9.1.1 Admissions arrangements **must** make clear that parents / carers have a right to appeal to an independent appeals panel.

9.1.2 When parents/carers are informed of a decision to refuse a child a place at a school, they **must** be given the reason for refusal, informed of their right to appeal, the deadline for lodging their appeal and contact details for making the appeal, which **must** be made in writing. Admission authorities **must not** limit the grounds on which an appeal can be made. However, the limited grounds on which an appeal against refusal to admit to an infant class can be stated in the admissions arrangements, i.e.:

“Classes in reception year and years 1 and 2 cannot contain more than 30 pupils by law. An appeal against refusal to admit to an infant class can only be allowed if the appeals panel finds that:

* the admission arrangements do not comply with the law and the child would have been admitted if they had complied;
* the admission arrangements had not been correctly and impartially applied and the child would have been admitted if they had been correctly and impartially applied;
* the admission of additional children would not breach the infant class size limit;
* the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.”

**9.2 Timetable**

9.2.1 The admission authority is responsible for ensuring that appeals are heard by an independent panel. Admission authorities **must** set a timetable for organising and hearing appeals and publish their appeals timetable on their website by **28 February** each year. The timetable **must**:

* include a deadline which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
* give appellants at least 10 school days’ notice of their appeal hearing;
* include reasonable deadlines for appellants to submit additional evidence and for appeal papers to be sent to all parties;
* ensure that decision letters are sent within five school days of the hearing wherever possible.

9.2.2 The following is an example of a timetable for a primary school:

**XXXX Catholic Primary School**

**Admission Appeals Timetable**

1. Parents/ carers will be notified by the local authority of the result of their application on xxxx
2. The deadline date for parents lodging an appeal will be 17 May 20\_ \_.
3. Appeal hearings will be held in the period 10 June to 12 July 20\_ \_ inclusive.
4. Appellants will be given at least 10 school days’ notice of the date and location of the appeal hearing.
5. Appellants will be able to submit additional evidence to support their appeal up to 6 school days before the hearing. This will enable photocopying and circulation to all parties in advance of the hearing.
6. Decision letters will be sent to parents / carers within five school days of the hearing.
7. Appeals lodged after 17 May 20\_ \_ will be heard within the period 10 June to 12 July 20\_ \_ if possible, or within 30 school days of the appeal being lodged.

**10. In-year admissions**

**Please be aware of the possible outcomes of the current consultation regarding in-year admissions.**

Consultation can be found at:

<https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/supporting_documents/SchoolAdmissionsCode_ConsultationDoc.pdf>

Proposed draft of School Admission Code can be found at:

<https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/supporting_documents/SchoolAdmissionsCode_ConsultationDraft.pdf>

**10.1 Processing applications**

10.1.1 Any parent can apply for a place for their child at any time to any school. There is no longer a requirement for local authorities to coordinate in-year admissions. However, they **must**, on request, provide information to parents about the places still available within their area. As a result there is a requirement for schools, on receipt of an in-year application, to notify the LA of both the application, and its outcome, to allow the LA to maintain up to date figures on availability of places in the area

**10.2 Children with statements of special educational needs or Education Health and Care plan (EHC)**

10.2.1 Children with statements of special educational needs or EHCthat name a school and who arrive outside the normal admission round **must** be admitted to the school even if the school is full.

**10.3 Looked after children and previously looked after children**

10.3.1 A local authority, as the corporate parent, can direct an admission authority to admit a looked after child or and previously looked after child. The admission authority **must** admit the child to the school at any specified time during the year, even if the school is full, unless the Adjudicator upholds an appeal from the admission authority.

10.3.2 An LA does not have the power to direct an admission to an academy. If the LA and the academy cannot reach agreement, the LA can ask the Secretary of State to intervene. The Secretary of State can seek advice from the Adjudicator and can direct an academy to admit a child.

**10.4 Children of UK service personnel**

10.4.1 Children of UK service personnel **may** be admitted outside the normal admissions round as an ‘excepted’ pupil’, where the year group is full. Admission authorities should make explicit, in their policy, if children of UK service personnel will be admitted outside the normal admission round even if the year group is full, and where appropriate, should consider stating an upper limit on the number that will be accepted. If the year group is undersubscribed, the child must be admitted.

**11. Fair Access Protocols**

**Please be aware of the possible outcomes of the current consultation regarding Fair Access Protocols.**

Consultation can be found at:

<https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/supporting_documents/SchoolAdmissionsCode_ConsultationDoc.pdf>

Proposed draft of School Admission Code can be found at:

<https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/supporting_documents/SchoolAdmissionsCode_ConsultationDraft.pdf>

**11.1 The scope of Fair Access Protocols**

11.1.1 Each local authority must have a Fair Access Protocol (FAP) agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced children are offered a place at a suitable school as quickly as possible. All admission authorities must participate in the FAP. As a minimum the FAP must include the following:

* children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
* children who have been out of education for two months or more;
* children of Gypsies, Roma, Travellers, refugees and asylum seekers;
* children who are homeless;
* children with unsupportive family backgrounds for whom a place has not been sought;
* children who are carers;
* children with special educational needs, disabilities or medical conditions who do not have a statement/EHC plan.

11.1.2 The operation of FAPs is outside coordination arrangements and is triggered when an eligible child has not secured a place under in-year admission procedures.

11.1.3 Where a school does not wish to admit a child with challenging behaviour outside the normal admissions round, even if places are available, it is required to refer the case to the LA for action under the FAP.

11.1.4 The FAP does not apply to looked after children, previously looked after children or children with a statement of special educational needs or EHC which names a school. Section 5.4 refers to the admission of these children.

**11.2 Fair Access Protocols and Catholic schools**

11.2.1 Although schools cannot insist on accepting only Catholic children under the protocols, it is good practice to work with LAs with the aim of establishing local agreements which would give priority to children who meet the schools admission criteria in normal admission arrangements, i.e. baptised Catholics. Where children do not meet these criteria, it is important the children or parents understand the religious nature of the school.

**12. Further assistance**

If you need further clarification on any aspect of this guidance or you feel you are receiving conflicting and/or confusing advice, please do not hesitate to contact the Catholic Academies and Schools Office. “Admissions” is one of the most important responsibilities that a Catholic school governing body has. Given the complexities arising from recent legislation on admissions and the responsibility of governors to promote and maintain the Catholicity of their school, should any governing body or group of schools have any query, then please contact either:-

Robert Dare: Tel: 02392 893600

Email: rdare@portsmouthdiocese.org.uk

Catherine Hobbs Tel: 02392 893600

Email: chobbs@portsmouthdiocese.org.uk

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 1 Catholic Churches**

This table lists all Catholic churches and the Traditions from which they come, as well as giving an indication of the major non-Catholic churches to which they are related. This does not attempt to be an exhaustive list in relation to the non-Catholic churches. In both cases an attempt has been made to show (in brackets) some alternative names by which the same Church is known.

|  |  |  |
| --- | --- | --- |
| **Traditions** | **Catholic Churches in full communion with the See of Rome** | **Eastern Christian Churches not in full communion with the See of Rome** |
| Western (Roman) | Latin Catholic Church | Church of South India (CSI) (Non-St Thomas Christians) |
| Alexandrian | Coptic Catholic Church | Coptic Orthodox Church |
|  | Ethiopian Catholic Church (‘Gheez rite’) | Ethiopian Orthodox Church |
|  | Eritrean Catholic Church[[1]](#footnote-1) | Eritrean Orthodox Church |
| Antiochean (West Syrian) | Syrian Catholic Church | Syrian Orthodox Church |
|  | (Syro-)Maronite Catholic Church | None |
|  | Syro-Malankar Catholic Church | Malankara Orthodox Syrian ChurchSt Thomas Christians:Indian Orthodox Church;Orthodox Syrian (Jacobite) Church;Mar Thoma Syrian Church;Malabar Independent Syrian Church of Thozhiyoor;Church of South India (CSI) (St Thomas Christians) |
| Armenian | Armenian Catholic Church | Armenian Apostolic (Orthodox) Church |
| Chaldean (East Syrian) | Chaldean Catholic Church | Assyrian Church of the East |
|  | Syro-Malabar Catholic Church | St Thomas Christians:Syrian Malabarese Church;Syro-Chaldean Church |
| Constantinopolitan (Byzantine) | Albanian (Byzantine) Catholic Church | Albanian Orthodox Church |
|  | Belarussian Catholic Church | Belarussian Orthodox Church |
|  | Bulgarian (Byzantine) Catholic Church | Bulgarian Orthodox Church |
|  | Georgian Catholic Church | Georgian Orthodox Church |
|  | Greek (Hellenic) Catholic Church | Greek Orthodox Church (Greek speaking);Cypriot Orthodox Church |
|  | Greek-Melkite Catholic Church | Greek Orthodox Church (Arabic speaking) |
|  | Hungarian (Byzantine) Catholic Church | Hungarian Orthodox Church |
|  | Italo-Albanian (Byzantine) Catholic Church | None |
|  | Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia) | Serbian Orthodox Church |
|  | Macedonian Catholic Church | Macedonian Orthodox Church |
|  | Romanian (Greek) Catholic Church | Romanian Orthodox Church |
|  | Russian Catholic Church | Russian Orthodox Church |
|  | Ruthenian (Byzantine) Catholic Church | Ruthenian Orthodox Church;Orthodox Church in America (OCA)American Carpatho-Rusyn Orthodox Church |
|  | Slovak (Greek) Catholic Church | Slovak Orthodox Church;Orthodox Church in America (OCA);American Carpatho-Rusyn Orthodox Church |
|  | Ukrainian (Greek) Catholic Church | Ukrainian Orthodox Church;Orthodox Church in America (OCA) |

**APPENDIX 2**

On the following pages you will find model admission policies with their accompanying supplementary information form. Schools should select the one that most closely fits their local circumstances and amend it accordingly to take account of any particular local arrangements.

Highlighted sections are where schools need to make a decision or include reference to local arrangements.

**Model Policy One** - Primary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area.

**Model Policy Two** - Primary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families.

**Model Policy Three** - Secondary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

**Model Policy Four** - Secondary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

Advice is always available from the Catholic Academies and Schools Office if governors are unsure where they need to amend the model policy or none of the model policies are sufficiently similar to their local circumstances.

**Model Policy One** – Admission Policy and accompanying Supplementary Information Form

Primary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area.

**[Insert Name] CATHOLIC PRIMARY SCHOOL**

Replace with school logo

**[Insert Address]**

**ADMISSION POLICY [Insert year]**

**[Insert name]** Catholic Primary 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 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 [instrument of government][[2]](#footnote-2) [articles of association][[3]](#footnote-3), 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[[4]](#footnote-4) . The governing body has set its admission number at [xx] pupils to be admitted to the Reception year group in the school year which begins in September 20[xx].

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s Published Admissions Number (“PAN”).

**Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of [name]. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Members of an Eastern Christian Church. (see note 4)[[5]](#footnote-5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
8. Any other children.

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

The attendance of a brother or sister at the school at the time of enrolment 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 7).

**Tie Break[[6]](#footnote-6)**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child’s home address (including the community entrance to flats) and the main entrance of the school] [using the local authority’s computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition][[7]](#footnote-7)**. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[[8]](#footnote-8), you must complete a Common Application Form available from the local authority in which you live. You are also strongly 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 7. The Supplementary Information Form should be returned to [person, address] by [closing date].

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. 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 and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, 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 15th January [201X]**

**[Late Applications[[9]](#footnote-9)**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child’s parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child’s entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **[insert name of person and address to which the request should be made]**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 head teacher, including the head teacher’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.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained 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 31 July 20XX[[10]](#footnote-10) unless applicants request in writing to remain on the list.

**Inclusion in 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 [insert name and address].

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 locally agreed protocols. 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 when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**[Nursery[[11]](#footnote-11)**

For children attending the school’s nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school’s nursery does not automatically guarantee that a place will be offered at the school.]

**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. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.

1. ‘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 in the process of adoption and living within a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

1. ‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.[[12]](#footnote-12)
2. “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 CYTÛN 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.

1. “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.

1. Siblings (brother or sister) includes:
2. all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
3. the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
4. 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.
5. For the purposes of this policy, parish boundaries are as set out on the school website [insert website address]. A paper copy is available on request.
6. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

****

**[Insert Name] CATHOLIC PRIMARY SCHOOL**

Replace with school logo

**[Insert Address]**

**SUPPLEMENTARY INFORMATION FORM**

**20\_\_/20\_\_**

If you are expressing a preference for a place for your child at [insert name of school/academy] in [Insert local authority area] **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

* The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 15th January 202X.
* If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
* **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child’s chance of being offered a place.**
* Remember – you **must** also complete the Common Application Form.

**Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer Details**

**Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Tick Box** | **Evidence [insert details in accordance with the Notes below]** |
| 1. Catholic *(see note 1)* | □ | A certificate of baptism or certificate of reception into the full communion of the Catholic Church. |
| 2. Member of an Eastern Christian Church *(see note 2)[[13]](#footnote-13)* | □ | A certificate of baptism or reception into the Eastern Christian Church. |
| 3. Member of other Christian denomination *(see note 3)* | □ | Letter confirming membership of a Christian denomination. *(see note 3)* |
| 4. Member of other faith *(see note 3)* | □ | Letter confirming membership of another faith. *(see note 3)* |

Catholic Parish in which your child lives:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

* We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERD NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

* Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
* The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
* We require the information we have requested for reasons relating to our functions as the admission authority of the school.
* It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
* To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
* It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
* If the application is successful, the information you have provided on this form will be migrated to the school’s enrolment system, and the data will be retained and processed on the basis of the school’s fair processing notice and data protection policies which apply to that data.
* If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school’s data retention policy.
* To read about your individual rights you can refer to the school’s fair processing notice and data protection policies.
* If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via their website at: ico.org.uk.

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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 to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed……………………….. Date………………………………

**Notes**

**1. Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

**2. Evidence of Membership of an Eastern Christian Church[[14]](#footnote-14)**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**3. Evidence for Other Christian Denominations and Other Faiths**

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader’s or church’s email account.

**Checklist:**

Have you enclosed?

* Copy of baptism or certificate of reception into the Catholic Church (where applicable).
* A certificate of baptism or reception into the Eastern Christian Church (where applicable)[[15]](#footnote-15)
* Letter confirming membership of a Christian denomination or other faith (where applicable).
* Have you completed and returned your local authority’s Common Application Form?

**Model Policy Two** – Admission Policy and accompanying Supplementary Information Form

Primary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families.

****

 **[Insert Name] CATHOLIC PRIMARY SCHOOL**

Replace with school logo

**[Insert Address]**

**ADMISSION POLICY [Insert year]**

**[Insert name]** Catholic Primary 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 [instrument of government][[16]](#footnote-16) [articles of association][[17]](#footnote-17), 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 admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[[18]](#footnote-18). The governing body has set its admission number at [xx] pupils to the Reception year group in the school year which begins in September, 20[xx].

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s Published Admissions Number (“PAN”).

**Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children of regularly practising Catholic families who are resident in the parish(es) of [name(s)]. (see notes 3,4&10)
3. Catholic children of occasionally practising Catholic families who are resident in the parish(es) of [name(s)]. (see notes 3,4&10)
4. Other Catholic children of regularly practising Catholic families. (see notes 3&4)
5. Other Catholic children of occasionally practising Catholic families. (see notes 3&4)
6. Other Catholic children. (see note 3)
7. Other looked after and previously looked after children. (see note 2)
8. Members of an Eastern Christian Church. (see note 5)[[19]](#footnote-19)
9. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
10. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
11. Any other children.

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

The attendance of a brother or sister at the school at the time of enrolment 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).

**Tie Break[[20]](#footnote-20)**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child’s home address (including the community entrance to flats) and the main entrance of the school] [using the local authority’s computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition][[21]](#footnote-21)**. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[[22]](#footnote-22), you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 6 and 8 to 10. The Supplementary Information Form should be returned to [person, address] by [closing date].

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. 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 and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 2 to 6 or 8 to 10, 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 15th January [201X]**

**[Late Applications[[23]](#footnote-23)**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child’s parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child’s entry to the school or take up a part-time place.

**Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **[insert name of person and address to which the request should be made]** 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.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained 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 31 July 20XX[[24]](#footnote-24) unless applicants request in writing to remain on the list.

**Inclusion in 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 [insert name and address].

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 locally agreed protocols. 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 when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**[Nursery[[25]](#footnote-25)**

For children attending the school’s nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school’s nursery does not automatically guarantee that a place will be offered at the school.]

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

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

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.

1. ‘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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

1. For the purpose of this policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

**Regular:** attendance at Sunday (or Saturday evening) Mass weekly

**Occasional**: attendance at Sunday (or Saturday evening) Mass at least monthly

Priority will be given to applications in the above order.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

1. ‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
2. “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 CYTÛN 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.

1. “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.

1. Siblings (brother or sister) includes:
2. all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
3. the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
4. 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.
5. For the purposes of this policy, parish boundaries are as set out on the school website [insert website address]. A paper copy is available on request.
6. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



**[Insert Name] CATHOLIC PRIMARY SCHOOL**

Replace with school logo

**[Insert Address]**

**SUPPLEMENTARY INFORMATION FORM**

**20\_\_/20\_\_**

If you are expressing a preference for a place for your child at [insert name of school/academy] in [Insert local authority area] **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

* The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 15th January 202X.
* If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
* **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child’s chance of being offered a place.**
* Remember – you **must** also complete the Common Application Form.

**Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer Details**

**Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Tick Box** | **Evidence**  |
| **1. Catholic child of practising Catholic family**. *(see notes 1&2)*Regular practiceOccasional practice | □□ | * A certificate of baptism or certificate of reception into the full communion of the Catholic Church and
* Countersignature below by parish priest certifying regularity of practice. *(see note 2)*
 |
|  |
| **For completion by parish priest who can verify practice of applicant:** |
| Name:Parish:I confirm, to the best of my knowledge, the above statement to be a true reflection of the applicant’s Catholic practice as described in the school admission policy.………………………………………………(Signature of Parish Priest) | **PARISH SEAL** |
|  |
| **2. Catholic** *(see note 1)* | □ | * A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
 |
| **3. Member of an Eastern Christian Church** *(see note 3)[[26]](#footnote-26)* | □ | * A certificate of baptism or reception into the Eastern Christian Church.
 |
| **4. Member of other Christian denomination** *(see note 4)* | □ | * Letter confirming membership of a Christian denomination. *(see note 4)*
 |
| **5. Member of other faith** *(see note 4)* | □ | * Letter confirming membership of another faith. *(see note 4)*
 |

Catholic parish in which your child lives:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

* We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERD NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

* Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
* The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
* We require the information we have requested for reasons relating to our functions as the admission authority of the school.
* It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
* To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
* It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
* If the application is successful, the information you have provided on this form will be migrated to the school’s enrolment system, and the data will be retained and processed on the basis of the school’s fair processing notice and data protection policies which apply to that data.
* If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school’s data retention policy.
* To read about your individual rights you can refer to the school’s fair processing notice and data protection policies.
* If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via their website at: ico.org.uk.

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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 to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed……………………………………….. Date………………………………

**Notes**

**1. Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

**2. Evidence of Catholic Practice**

If application is being made for a place at the school for a Catholic child from a practising Catholic family the applicant is required to indicate how frequently they attend Sunday Mass.

For the purpose of the admission policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months.  Practice is broken down into the following two levels:-

**Regular:**attendance at Sunday (or Saturday evening) Mass weekly

**Occasional**: attendance at Sunday (or Saturday evening) Mass at least monthly

**This then needs to be countersigned by the family’s parish priest, or the priest in charge of the church where the family practises.** Where it is not possible for the priest to physically sign the form an email confirming the applicant’s attendance may be signed electronically and emailed direct to the school from the priest’s or church’s email account.

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.**

**If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.**

**3. Evidence of Membership of an Eastern Christian Church[[27]](#footnote-27)**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**4. Evidence for Other Christian Denominations and Other Faiths**

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader’s or church’s email account.

**Checklist:**

Have you?

* Enclosed a copy of baptism or certificate of reception into the Catholic Church (where applicable).
* Arranged for your parish priest to countersign your statement regarding regularity of practice (where applicable)
* Enclosed a certificate of baptism or reception into the Eastern Christian Church (where applicable)[[28]](#footnote-28)
* Enclosed a letter confirming membership of a Christian denomination or other faith (where applicable).
* Completed and returned your local authority’s Common Application Form?

**Model Policy Three** – Admission Policy and accompanying Supplementary Information Form

Secondary school where evidence of practice is not required as the school has sufficient places for practising Catholic families within their catchment area. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

**[Insert Name] CATHOLIC SECONDARY SCHOOL**

Replace with school logo

**[Insert Address]**

**ADMISSION POLICY [Insert year]**

**[Insert name]** Catholic Secondary 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 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 [instrument of government][[29]](#footnote-29) [articles of association][[30]](#footnote-30), 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[[31]](#footnote-31). The governing body has set its admission number at [xx] pupils to year 7 in the school year which begins in September, 20[xx].

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s Published Admissions Number (“PAN”).

**Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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**

*At any time 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. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely [names of feeder schools]. (see notes 3&4)
3. Catholic children who are resident in the parish(es) of [name]. (see notes 3&12)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens (see note 5)
7. Members of an Eastern Christian Church. (see note 6)[[32]](#footnote-32)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 7)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 8)
10. Any other children.

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

The attendance of a brother or sister at the school at the time of enrolment 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 9).

**Tie Break[[33]](#footnote-33)**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child’s home address (including the community entrance to flats) and the main entrance of the school] [using the local authority’s computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition][[34]](#footnote-34)**. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[[35]](#footnote-35), you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the **Supplementary Information Form** attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 9. The Supplementary Information Form should be returned to [person, address] by [closing date].

You will be advised of the outcome of your application on 1st March or the next working day, by the local authority on our behalf. 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 and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 9, 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 31st October [201X].**

**[Late Applications[[36]](#footnote-36)**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of 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 **[insert name of person and address to which the request should be made]**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 head teacher, including the head teacher’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.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained 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 31 July 20XX[[37]](#footnote-37) unless applicants request in writing to remain on the list.

**Inclusion in 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 [insert name and address].

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 locally agreed protocols. 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 when admitting the child would mean exceeding the published admission number.

**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. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.

1. ‘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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

1. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
2. ‘Catachumen’ 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.
3. ‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
4. “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 CYTÛN 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.

1. “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.

1. Siblings (brother or sister) includes:
2. all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
3. the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
4. 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.
5. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
6. For the purposes of this policy, parish boundaries are as set out on the school website [insert precise website address]. A paper copy is available on request.
7. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



**[Insert Name] CATHOLIC SECONDARY SCHOOL**

Replace with school logo

**[Insert Address]**

**SUPPLEMENTARY INFORMATION FORM**

**20\_\_/20\_\_**

If you are expressing a preference for a place for your child at [insert name of school/academy] in [insert local authority area] **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

* The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 31st October, 20XX.
* If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
* **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child’s chance of being offered a place.**
* Remember – you **must** also complete the Common Application Form.

**Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer Details**

**Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Tick Box** | **Evidence [insert details in accordance with the Notes below]** |
| **1. Catholic** *(see note 1)* | □ | A certificate of baptism or certificate of reception into the full communion of the Catholic Church. |
| **2. Catechumen** *(see note 2)* | □ | A certificate of reception into the order of catechumens. |
| **3. Member of an Eastern Christian Church** *(see note 3)* | □ | A certificate of baptism or reception into the Eastern Christian Church. |
| **4. Member of other Christian denomination** *(see note 4)* | □ | Letter confirming membership of a Christian denomination. *(see note 4)* |
| **5. Member of other faith** *(see note 4)* | □ | Letter confirming membership of another faith. *(see note 4)* |

Catholic Parish in which your child lives:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

* We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERD NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

* Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
* The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
* We require the information we have requested for reasons relating to our functions as the admission authority of the school.
* It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
* To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
* It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
* If the application is successful, the information you have provided on this form will be migrated to the school’s enrolment system, and the data will be retained and processed on the basis of the school’s fair processing notice and data protection policies which apply to that data.
* If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school’s data retention policy.
* To read about your individual rights you can refer to the school’s fair processing notice and data protection policies.
* If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via their website at: ico.org.uk.

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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 to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed……………………….. Date………………………………

**Notes**

**1. Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

**2. Evidence for Catechumens**

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

**3. Evidence of Membership of an Eastern Christian Church**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**4. Evidence for Other Christian Denominations and Other Faiths**

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader’s or church’s email account.

**Checklist:**

Have you enclosed?

* Copy of baptism or certificate of reception into the Catholic Church (where applicable).
* A certificate of baptism or reception into the Eastern Christian Church (where applicable)
* Letter confirming membership of a Christian denomination or other faith (where applicable).
* Have you completed and returned your local authority’s Common Application Form?

**Model Policy Four** – Admission Policy and accompanying Supplementary Information Form

Secondary school where evidence of practice is required as the school frequently has to refuse applications for places from practising Catholic families. It also includes the provision for including priority for applicants from its primary feeder schools – this can be easily removed if not required.

**[Insert Name] CATHOLIC SECONDARY SCHOOL**

Replace with school logo

**[Insert Address]**

**ADMISSION POLICY [Insert year]**

**[Insert name]** Catholic Secondary 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 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 [instrument of government][[38]](#footnote-38) [articles of association][[39]](#footnote-39), 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[[40]](#footnote-40). The governing body has set its admission number at [xx] pupils to year 7 in the school year which begins in September, 20[xx].

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s Published Admissions Number (“PAN”).

**Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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**

*At any time 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. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children of regularly practising Catholic families. (see notes 3&4)
3. Catholic children of occasionally practising Catholic families. (see notes 3&4)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens (see note 6)
7. Members of an Eastern Christian Church. (see note 7)[[41]](#footnote-41)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 8)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 9)
10. Any other children.

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

1. The attendance of a brother or sister at the school at the time of enrolment 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 10).
2. Children who attend a feeder Catholic primary school, namely [names of feeder schools] 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 5) after children in (i) above.
3. Children who are resident in the parish(es) of [name] (see note 13) 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 after children in (i) and (ii) above.

**Tie Break[[42]](#footnote-42)**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child’s home address (including the community entrance to flats) and the main entrance of the school] [using the local authority’s computerised measuring system on the following basis **[Insert appropriate wording from the local authority definition][[43]](#footnote-43)**. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[[44]](#footnote-44), you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 9. The Supplementary Information Form should be returned to [person, address] by [closing date].

You will be advised of the outcome of your application on 1st March or the next working day, by the local authority on our behalf. 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 and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 9, 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 31st October [201X].**

**[Late Applications[[45]](#footnote-45)**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of 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 **[insert name of person and address to which the request should be made]**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 head teacher, including the head teacher’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.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained 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 31 July 20XX[[46]](#footnote-46) unless applicants request in writing to remain on the list.

**Inclusion in 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 [insert name and address].

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 locally agreed protocols. 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 when admitting the child would mean exceeding the published admission number.

**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. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.

1. ‘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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

1. For the purpose of this policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

**Regular:** attendance at Sunday (or Saturday evening) Mass weekly

**Occasional**: attendance at Sunday (or Saturday evening) Mass at least monthly

Priority will be given to applications in the above order.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

1. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
2. ‘Catachumen’ 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.
3. ‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
4. “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 CYTÛN 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.

1. “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.

1. ‘siblings’ (brother or sister) includes:
2. all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
3. the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
4. 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.
5. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
6. For the purposes of this policy, parish boundaries are as set out on the school website [insert precise website address]. A paper copy is available on request.
7. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

****

**[Insert Name] CATHOLIC SECONDARY SCHOOL**

Replace with school logo

**[Insert Address]**

**SUPPLEMENTARY INFORMATION FORM**

**20\_\_/20\_\_**

If you are expressing a preference for a place for your child at [insert name of school/academy] in [Insert local authority area] **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

* The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 31st October 20XX.
* If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
* **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child’s chance of being offered a place.**
* Remember – you **must** also complete the Common Application Form.

**Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer Details**

**Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Tick Box** | **Evidence**  |
| **1. Catholic child of practising Catholic family**. *(see notes 1&2)*Regular practiceOccasional practice | □□ | * A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
* Countersignature below by parish priest certifying regularity of practice. *(see note 2)*
 |
|  |
| **For completion by parish priest who can verify practice of applicant:** |
| Name:Parish:I confirm, to the best of my knowledge, the above statement to be a true reflection of the applicant’s Catholic practice as described in the school admission policy.………………………………………………(Signature of Parish Priest) | **PARISH SEAL** |
|  |
| **2. Catholic** *(see note 1)* | □ | * A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
 |
| **3. Catechumen** *(see note 3)* | □ | * A certificate of reception into the order of catechumens.
 |
| **3. Member of an Eastern Christian Church** *(see note 4)* | □ | * A certificate of baptism or reception into the Eastern Christian Church.
 |
| **4. Member of other Christian denomination** *(see note 5)* | □ | * Letter confirming membership of another Christian denomination. *(see note 5)*
 |
| **5. Member of other faith** *(see note 5)* | □ | * Letter confirming membership of another faith. *(see note 5)*
 |

Catholic parish in which your child lives:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

* We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]

[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERD NAME OF THE ACADEMY TRUST COMPANY]

[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

* Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
* The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
* We require the information we have requested for reasons relating to our functions as the admission authority of the school.
* It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
* To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
* It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
* If the application is successful, the information you have provided on this form will be migrated to the school’s enrolment system, and the data will be retained and processed on the basis of the school’s fair processing notice and data protection policies which apply to that data.
* If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school’s data retention policy.
* To read about your individual rights you can refer to the school’s fair processing notice and data protection policies.
* If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via their website at: ico.org.uk.

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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 to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed……………………………………….. Date………………………………

**Notes**

**1. Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

**2. Evidence of Catholic Practice**

If application is being made for a place at the school for a Catholic child from a practising Catholic family the applicant is required to indicate how frequently the named child attend Sunday Mass.

For the purpose of the admission policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months.  Practice is broken down into the following two levels:-

**Regular:**attendance at Sunday (or Saturday evening) Mass weekly

**Occasional**: attendance at Sunday (or Saturday evening) Mass at least monthly

**This then needs to be countersigned by the family’s parish priest, or the priest in charge of the church where the family practises.** Where it is not possible for the priest to physically sign the form an email from the priest confirming the applicant’s attendance may be signed electronically and emailed direct to the school from the priest’s or church’s official email account.

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.**

**If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.**

**3. Evidence for Catechumens**

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

**4. Evidence of Membership of an Eastern Christian Church**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**5. Evidence for Other Christian Denominations and Other Faiths**

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader’s or church’s official email account.

**Checklist:**

Have you?

* Enclosed a copy of baptism or certificate of reception into the Catholic Church (where applicable).
* Arranged for your parish priest to countersign your statement regarding regularity of practice (where applicable)
* Enclosed a certificate of baptism or reception into the Eastern Christian Church (where applicable)
* Enclosed a letter confirming membership of a Christian denomination or other faith (where applicable).
* Completed and returned your local authority’s Common Application Form.
1. Created *sui iuris* 19th January 2015. [↑](#footnote-ref-1)
2. Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy [↑](#footnote-ref-2)
3. Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school [↑](#footnote-ref-3)
4. This is for admission to the school at the start of the school year in September and not for applications made in-year [↑](#footnote-ref-4)
5. Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches [↑](#footnote-ref-5)
6. This paragraph may need to be amended depending on whether there are any local arrangements with the local authority. [↑](#footnote-ref-6)
7. Please delete/amend words in square brackets as appropriate. [↑](#footnote-ref-7)
8. This is for admission to the school at the start of the school year in September and not for applications made in-year. [↑](#footnote-ref-8)
9. This section will need to be tailored to follow the procedure within the school’s home local authority to ensure that it is in accordance with the local authority’s scheme for co-ordination of admissions. [↑](#footnote-ref-9)
10. Enter the year following the start of the admission year, e.g. if policy is for 2021/22 then enter 31 July 2022 [↑](#footnote-ref-10)
11. This section should be deleted where the school does not have a nursery. [↑](#footnote-ref-11)
12. Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches [↑](#footnote-ref-12)
13. Remove if not an oversubscription criterion [↑](#footnote-ref-13)
14. Remove if not an oversubscription criterion [↑](#footnote-ref-14)
15. Remove if not an oversubscription criterion [↑](#footnote-ref-15)
16. Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy. [↑](#footnote-ref-16)
17. Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school. [↑](#footnote-ref-17)
18. This is for admission to the school at the start of the school year in September and not for applications made in-year. [↑](#footnote-ref-18)
19. Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches [↑](#footnote-ref-19)
20. This paragraph may need to be amended depending on whether there are any local arrangements with the local authority. [↑](#footnote-ref-20)
21. Please delete words in square brackets as appropriate. [↑](#footnote-ref-21)
22. This is for admission to the school at the start of the school year in September and not for applications made in-year. [↑](#footnote-ref-22)
23. This section will need to be tailored to follow the procedure within the school’s home local authority to ensure that it is in accordance with the local authority’s scheme for the co-ordination of admissions. [↑](#footnote-ref-23)
24. Enter the year following the start of the admission year, e.g. if policy is for 2021/22 then enter 31 July 2022 [↑](#footnote-ref-24)
25. This section should be deleted where the school does not have a nursery. [↑](#footnote-ref-25)
26. Remove if not an oversubscription criterion [↑](#footnote-ref-26)
27. Remove if not an oversubscription criterion [↑](#footnote-ref-27)
28. Remove if not an oversubscription criterion [↑](#footnote-ref-28)
29. Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy [↑](#footnote-ref-29)
30. Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school [↑](#footnote-ref-30)
31. This is for admission to the school at the start of the school year in September and not for applications made in-year [↑](#footnote-ref-31)
32. Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches [↑](#footnote-ref-32)
33. This paragraph may need to be amended depending on whether there are any local arrangements with the local authority. [↑](#footnote-ref-33)
34. Please delete words in square brackets as appropriate. [↑](#footnote-ref-34)
35. This is for admission to the school at the start of the school year in September and not for applications made in-year. [↑](#footnote-ref-35)
36. This section will need to be tailored to follow the procedure within the school’s home local authority to ensure that it is in accordance with the local authority’s scheme for co-ordination of admissions. [↑](#footnote-ref-36)
37. Enter the year following the start of the admission year, e.g. if policy is for 2021/22 then enter 31 July 2022 [↑](#footnote-ref-37)
38. Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy [↑](#footnote-ref-38)
39. Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school [↑](#footnote-ref-39)
40. This is for admission to the school at the start of the school year in September and not for applications made in-year [↑](#footnote-ref-40)
41. Include only if the school regularly receives a significant number of applicants from Eastern Christian Churches [↑](#footnote-ref-41)
42. This paragraph may need to be amended depending on whether there are any local arrangements with the local authority. [↑](#footnote-ref-42)
43. Please delete words in square brackets as appropriate. [↑](#footnote-ref-43)
44. This is for admission to the school at the start of the school year in September and not for applications made in-year. [↑](#footnote-ref-44)
45. This section will need to be tailored to follow the procedure within the school’s home local authority to ensure that it is in accordance with the local authority’s scheme for co-ordination of admissions. [↑](#footnote-ref-45)
46. Enter the year following the start of the admission year, e.g. if policy is for 2021/22 then enter 31 July 2022 [↑](#footnote-ref-46)