

**LEICESTER CITY AND LEICESTERSHIRE CATHOLIC VOLUNTARY AIDED
SECONDARY SCHOOLS AND VOLUNTARY ACADEMIES**

**ADMISSIONS POLICY
ST PAUL'S CATHOLIC SCHOOL**

This policy will apply to all admissions for the year 2017 – 2018.

There are four Catholic Secondary Schools and Academies serving the Catholic communities of Leicester City and Leicestershire and parts of nearby counties. Places are also available for students from other backgrounds whose parents wish them to be educated in a Catholic environment.

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| <p>De Lisle College, A Catholic Voluntary Academy [part of the Blessed Cyprian Tansi Catholic Academy Trust] Thorpe Hill, Loughborough LE11 4SQ 01509 268739 www.delisle.leics.sch.uk Trustees: The Diocese of Nottingham Local Authority : Leicestershire Published Admission Number : 220 Linked Primary Schools : Bishop Ellis, Thurmaston Holy Cross, Whitwick Sacred Heart, Loughborough St Mary's, Loughborough St Clare's, Coalville St Francis, Melton Mowbray St Winefride's, Shepshed</p> | <p>English Martyrs' Catholic School Anstey Lane, Leicester LE4 0FJ 0116 242 8880 www.englishmartyrs.org Trustees : The Diocese of Nottingham Local Authority : Leicester City Published Admissions Number : 180 Linked Primary Schools Bishop Ellis, Thurmaston Christ the King, Leicester Holy Cross, Leicester St Patrick's, Leicester St Peter's, Earl Shilton (pupils living in Narborough, Enderby, Littlethorpe, Whetstone, Glen Parva and Cosby)</p> |
| <p>St Martin's Catholic Voluntary Academy Stoke Golding [part of the St Dominic's Catholic Academy Trust] Nuneaton, Warwickshire CV13 6HT Years 7 to 9 01455 212386 www.st-martins.leics.sch.uk Trustees : The Dominican Sisters Local Authority : Leicestershire Published Admissions Number : 116 Linked Primary Schools St Peter's, Hinckley St Peter's, Earl Shilton</p> | <p>St Paul's Catholic School Spencefield Lane, Leicester LE5 6HN 0116 241 4057 www.st-pauls.leicester.sch.uk Trustees : The Diocese of Nottingham Local Authority : Leicester City Published Admissions Number : 180 Linked Primary schools Sacred Heart, Leicester St Joseph's, Leicester St Thomas More, Leicester St John Fisher, Wigston St Joseph's, Market Harborough English Martyrs, Oakham (Rutland)</p> |

Parents should also refer to the relevant local authority booklet for further information about the schools and the admissions process. Information on secondary transfer within each local authority is distributed annually to all Year 6 pupils in primary schools. If you require information about a school in a different local authority, you should contact the local authority or your child's school.

If you require help in making your choice of school or with the admissions process in general your local authority can give you information about a Choice Adviser who will be able to support you. Alternatively, your primary Headteacher can help. General advice about Catholic schools can also be obtained from the Nottingham Diocese Education Service (01332 293833).

Local Authority - - Contact Details

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| <p>Leicester City www.leicester.gov.uk 91 Granby Street Leicester LE1 6FB Tel: 0116 454 1009 Email : school.admissions@leicester.gov.uk</p> | <p>Leicestershire www.leics.gov.uk County Hall Glenfield Leicester LE3 8RL Tel : 0116 305 6684 Email : admissions@leics.gov.uk</p> |
| <p>Parents whose home address is outside these areas should use the form provided by their home authority.</p> | |

ABOUT THE SCHOOLS

These schools belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and Worship are in accordance with the teachings and doctrines of the Catholic Church. We ask all parents applying for a place to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of these schools to apply for and to be considered for places. We ask all parents and carers applying for a place to respect this ethos and its importance to the school community.

The four schools serve the Catholic families of Leicestershire and Leicester City and neighbouring areas. Their first responsibility therefore is to the children of Catholic families in these areas and those children must have priority in gaining places. Additionally, governors welcome applications from all parents and carers, regardless of faith or background who would like children to be educated in a Catholic environment. We are mindful of the mission of the Church to welcome those who are disadvantaged or marginalised. In particular, we continue to welcome children of families from other countries who have made their home in Leicestershire and the Diocese of Nottingham.

The Governing Bodies of the Voluntary Aided schools are the Admission Authorities for those schools. The Admission Authority for De Lisle Catholic College is the Cyprian Tansi Catholic Academy Trust and for St Martin's Catholic Voluntary Academy it is the St Dominic's Catholic Academy Trust. Each Admission Authority is responsible for determining the admissions policy. All decisions relating to admission applications will be taken by the Governing Body of the school or Academy applied for. The Local Authority co-ordinates the annual admissions process on behalf of the Admission Authorities.

This admissions policy including the oversubscription criteria, has been determined by each governing body, following consultation with the relevant trustees, other admission authorities, local authorities and other interested bodies. All admission arrangements conform to the requirements of the School Admissions Code 2014.

In determining the criteria the Governing Bodies have used the following principles:

- the responsibility to serve the appropriate Catholic population as part of the Diocesan provision;
- a desire to keep families together;
- a desire to ensure continuity of education;
- a responsibility to the wider community;

ARRANGEMENTS FOR ADMISSION OF YEAR 7 STUDENTS

HOW AND WHEN TO APPLY

All applications must be made on the appropriate Local Authority Common Application form. This is the legal application form. In Leicester City and Leicestershire forms are normally distributed to parents of Year 6 pupils in their primary schools. Applications can be also made online.

Applicants wishing to apply under faith criteria should ALSO complete a Supplementary Form for EACH Catholic School or Academy named in your preferences. You may also be asked to include supporting documents (see table below). The information on the Supplementary Form will enable governors to place applications in the correct category. Supplementary Forms are normally available from primary schools or from the relevant secondary schools, they should be returned to the relevant Catholic School or Academy.

All forms should be returned by the stated closing date.
Late applications can only be accepted in extreme circumstances.

HOW PLACES ARE ALLOCATED

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body of the school or academy. **Using the information on the Common Application Form and the Supplementary Form, the Governing Body draws up a ranked list using the oversubscription criteria listed below.** The Authority then allocates places on behalf of the Governing Body up to the published admission number. Where places cannot be allocated at the first preference school, the Local Authority will allocate places at the next preferred school which has places. Governors will withdraw the offer of a place at any time up to the date of admission if they find that applicants have given fraudulent information.

ALL APPLICANTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM – the form can be completed on line – this must be returned to the Local Authority.

In addition, if you are applying because of your faith, documents in this table will enable Governors to place your application in the correct category. If you have difficulty in supplying any of the documents, please seek advice from your Priest or Minister or from the Diocesan Education Service (01332 293833)

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| Catholic Pupils | <ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate OR Written verification that the child has been received into the Catholic church signed and stamped by a Catholic priest OR • For a child who is participating in a recognised course of preparation leading to Catholic baptism or reception into the Catholic Church, a letter of support from the Catholic Priest |
| Pupils baptised in another denomination who have been received into the Catholic church | <ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate • Written verification that the child has been received into the Catholic church signed and stamped by a Catholic priest |
| Pupils belonging to other Christian denominations which are members of Churches Together in England and Wales (see note 3 below) | <ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate OR Dedication Certificate OR written verification that the child is a member of the named church signed and stamped by a minister of religion |
| Pupils belonging to other Christian denominations not members of Churches Together in England and Wales and other recognised world faiths (Hindu, Judaism, Islam, Sikhism) | <ul style="list-style-type: none"> • Supplementary Form • Baptism Certificate OR Dedication Certificate OR Written verification of faith membership signed and stamped by a religious leader |
| Pupils not included in any of the above | <ul style="list-style-type: none"> • No additional documents required |

All applications will be placed in a ranked list. If there are more applications than places, the Governing Body of each school will allocate places in the order of the categories listed.

ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

IN YEAR APPLICATIONS

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Supplementary forms will only be available from the school or academy you are applying for, and must be returned to the school with all relevant documents.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals'). Your appeal should be lodged within twenty school days after the date of your refusal letter.

OVERSUBSCRIPTION (WAITING) LISTS

Parents whose children have not been offered their preferred school will be informed of their right of appeal, should places become available after the date of notification they will be allocated according to the original ranking of places as established through the oversubscription criteria. At the beginning of the autumn term applications will be treated as 'In Year Applications' with waiting list being established if necessary as indicated below.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places.

Inclusion on a school's waiting list does not mean that a place will eventually become available.

ADMISSION APPEALS

If a child is not allocated a place, parents/carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors care of the school no later than twenty school days after the decision letter has been received from the Local Authority. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeal Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

APPLICATION FROM TWINS AND MULTIPLE BIRTH CHILDREN

Where the final place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number.

FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

St Paul's Catholic School - OVERSUBSCRIPTION CRITERIA

Pupils with an Educational Health and Care Plan (EHCP) or a Statement of Special Educational Needs which names the school, will be admitted. This will reduce the number of places available.

First priority within each criteria will be given to siblings (see note 4) that is, children who will have brothers or sisters attending the school/academy in years 7-13 at the proposed time of admission.

Category A: Catholic pupils who are looked after or who were previously looked after (see notes 1 and 2)

- A1 Catholic looked after or previously looked after pupils with siblings at the school at the proposed time of admission
- A2 Catholic looked after or previously looked after pupils without siblings at the school at the proposed time of admission

Category B: Catholic Pupils (see note 2)

- B1 Catholic Pupils with siblings at the school at the proposed time of admission
- B2 Catholic Pupils who attend one of the linked primary schools
- B3 Catholic other pupils

Category C: Pupils who are looked after or who were previously looked after who are not Catholic

- C1 Pupils who are looked after or who were previously looked after who are not Catholic but who have siblings at the school at the proposed time of admission
- C2 Pupils who are looked after or who were previously looked after who are not Catholic and who do not have siblings at the school at the proposed time of admission

Category D: Pupils belonging to other Christian Denominations which are members of 'Churches Together in England and Wales' (see note 3)

- D1 Christian pupils with siblings at the school at the proposed time of admission
- D2 Christian pupils who attend one of the linked primary schools
- D3 Other Christian pupils

Category E: Pupils who are members of other recognised religions

- E1 Pupils who are members of other recognised religions with siblings at the school at the proposed time of admission
- E2 Pupils who are members of other recognised religions and who attend one of the linked primary schools
- E3 Other pupils

Category F: Other Pupils not included above or for whom there is no Supplementary Information Form or supporting documents

- F1 Pupils not in any of the categories A-E or for whom there is no Supplementary Information Form or supporting documents who have siblings at the school at the proposed time of admission
- F2 Pupils not in any of the categories A-E or for whom there is no Supplementary Information Form or supporting documents who attend one of the linked primary schools
- F3 Other pupils not in any of the categories A-E or for whom there is no Supplementary Information Form or supporting documents

If a tie-breaker is needed in any of the above categories, allocation of places will be decided on a distance basis. This means that places will be allocated first to children whose home address is nearest to the school using the shortest route distance from home to school as provided by the Local Authority

SIXTH FORM ARRANGEMENTS

Entry Criteria

St Paul's Catholic School Sixth Form offers Catholic Comprehensive education at Years 12 and 13. The Planned Admission Number (PAN) for Year 12 is 130, and for Year 13 is 120. Information, guidance and advice will be offered to all students in Year 11.

The School invites applications into Year 12 from students who have not previously studied at St Paul's. Please complete a 'Sixth Form Application Form'. Application deadline is the 31st January. Late applications will be considered on an individual basis.

Offers will be dependent on the student achieving the following minimum entry qualifications:

- For Level 3 courses students will be expected to have achieved at least 5 A*-C grades including English and Maths at GCSE (or hold the equivalent point score from other qualifications. These qualifications should be in different subjects)
- For Level 2 courses students will be expected to have achieved at least 2 C grades in GCSE (or hold the equivalent point score from other qualifications).
- Students studying level 3 in Science and Mathematics courses will be required to have achieved a minimum of Grade B at GCSE in those subjects.
- Students studying Psychology will be required to have achieved a minimum of Grade B at GCSE Science or Maths.
- All students are expected to respect the School's ethos and take part in the Religious Education Programme
- All students are expected to be committed to a rigorous study programme

Students are advised where possible to commit to a two year study programme, providing their choice is appropriate to their abilities and career intentions.

Prospective Students will be invited to attend an information and guidance interview to discuss the suitability of particular subjects and combinations of subjects. Interviews are held in March.

In the event of over subscription:

Places will be allocated according to the following order of priorities:

- a) Young people currently students at St. Paul's
- b) Other Baptised Catholics
- c) Young people from other Christian traditions and other world faith traditions who are seeking a spiritual dimension for their education.
- d) Other young people where places remain available

Note 1 - Definition of looked after children or previously looked after children

A “looked after child” is a 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 functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

Note 2 - Definition of Catholic

- A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full ecclesial and canonical communion with the Bishop of Rome, (Pope Francis). (see footnote* below). Further advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church
- A child who, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

*Full ecclesial and canonical communion with the Catholic Church requires the recognition that the Bishop of Rome has full, supreme, and universal power over the whole Church, a power which he can always exercise unhindered (Catechism of the Catholic Church, §882). For Christians baptised outside of the Catholic Church, the restoration of full ecclesial and canonical communion requires reconciliation and a formal act of reception into full communion. Full communion with the Catholic Church is not established by the reception of Holy Communion alone.

Note 3 Churches Together in England

See www.cte.org.uk for details of ‘member churches of Churches Together in England’ and recorded as at the date of the Governor Admissions Panel meeting.

Note 4 Definition of Brothers and Sisters (sometimes referred to as siblings)

Sibling - brothers and sisters. Siblings are considered to be those children who live at the same address and either:

- a have one or both natural parents in common
- Or b are related by a parent’s marriage
- Or c are adopted or fostered

Approved by the Governing body on 3rd March 2016

Signed Laura O’Brien, chair of the Governing Body

Signature _____