



## Admission Policy September 2018-2019

St Paul's Catholic College was founded by the Catholic Church to provide education for children of Catholic families. 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.

'The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be given a place at the school in accordance with the oversubscription criteria. We welcome applications from those of other denominations and faiths, or of none.'

### HOW TO APPLY

In addition to completing your **Local Authority Common Application Form**, the Supplementary Information Form should be completed by those applying under criteria 2-5 and 8-10, and returned to the Admissions Secretary at the school by 31 October 2017 (Late Applications received will be processed after 1 March 2018)

Additional copies of the policy and SIF forms are available from the Admissions Secretary or from the school website.

*Please see further guidance notes at the end of this policy.*

There were 634 equal preference applications for the September 2017 intake. Published Admission Number (PAN) for Year 7 students in September 2018: 180

### 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. Baptised Catholic looked after children (Children in Care) and/or Baptised Catholic children who were 'looked after children' (Children in Care) but have now been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been looked after, supported by a certificate of Catholic baptism or a letter from a Catholic parish priest.
2. Baptised Catholic children with exceptional social or medical needs, supported by a certificate of Catholic baptism.
3. Baptised Catholic children with a Sibling (in attendance at time of admission) at St Paul's supported by a certificate of Catholic baptism.
4. Baptised Catholic children, living within St Lawrence's Catholic Church Feltham parish or one of the Upper Thames Deanery parishes: St Ignatius, Sunbury; St Michael's, Ashford; Our Lady of the Rosary, Staines; St Francis De Sales, Hampton Hill; St Theodore's of Canterbury, Hampton; St John Fisher, Shepperton; St Margaret of Scotland, St Margaret's; The Sacred Heart, Teddington; St James's, Twickenham; St Edmund of Canterbury, Whitton; St David's Stanwell supported by a certificate of Catholic baptism.
5. Baptised Catholic children, from outside the Upper Thames Deanery Parishes, supported by a certificate of Catholic baptism.
6. Other looked after children and children who have been adopted (or made subject to child arrangements orders or Special guardianship orders) immediately following having been looked after.
7. Other children with a sibling at St Paul's at the time of admission.
8. Catechumens and members of an Eastern Christian Church where a minister or faith leader verifies that the child is a member of the faith community by letter.
9. Children of Other Christian Denominations with a certificate of baptism, or where a minister or faith leader verifies that The child is a member of the faith community by letter.
10. Children of Other Faiths where a faith leader verifies that the child is a member of the faith community by a letter.
11. Any other children.

The governing body, having accepted professional evidence provided at time of application of an exceptional social/medical or pastoral need of the child which can only be met at this school, will give top priority to that application within categories (6 to 11). Where the offer of places to all applications in any of the categories listed above would lead to oversubscription the following provision will be applied:

The places up to the admissions number will be offered to those living nearest to the school. Distance will be measured by the local authority as described in the tie-break note below.

#### **SIXTH FORM**

The Sixth Form is available for all existing students fulfilling the individual requirements of suitable courses. Remaining places will be offered in accordance with the over-subscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

Applications by external candidates for places in the Sixth Form should be made by completing a St Paul's Catholic College Sixth Form Application Form and returning it to The Head of Sixth Form at the school address. **The Governors will admit a minimum of 25 external applicants to Year 12.**

Published Admission Number (PAN) for sixth form students in September 2018: 205

NOTES (These notes form part of the over-subscription criteria).

**'LOOKED AFTER CHILDREN'** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with education by them (e.g. children with foster parents).

#### **'SIBLING'**

A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

#### **'ADOPTED'**

An adopted child is any child who has formally been adopted and whose parent/guardian can give proof of adoption relative in England and Wales.

#### **'CHILD ARRANGEMENTS ORDER'**

A child arrangements order is defined in S.8 of the Children Act 1989, as amended by S.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

#### **'SPECIAL GUARDIANSHIP ORDER'**

A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

**'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. A photocopy will be required and must be attached to the supplementary information form.

**'OTHER CHRISTIAN DENOMINATIONS' and 'OTHER FAITHS'** means a member of a Church affiliated to Churches Together in Britain and Ireland".

**Children of other Christian denominations"** means: 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.

All members of Churches Together in England and of 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.

**"Children of other faiths"** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' 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

'CATECHUMEN' means a member of the catechumenate of a Catholic Church.

'EASTERN CHRISTIAN CHURCH' includes Orthodox churches

**EXCEPTIONAL SOCIAL, MEDICAL OR PASTORAL NEEDS**

To demonstrate an 'exceptional social, medical or pastoral need of the child which can only be met at this school', the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

**TIE-BREAK**

Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the main entrance (South Reception, Manor Lane) of the school. This is calculated using the Surrey Admission and Transport Team's Geographical Information System. Home is defined as the address where the child resides for 50% or more of the school week. Where two or more children share priority for a place, e.g. where two children live equidistant from a school and only one place remains, St Paul's Catholic College will draw lots to determine which child should be given priority.

Blocks of flats, apartments or buildings where there are multiple addresses may have the same address point (where this occurs the school will draw lots to determine which child should be given priority.

Where multiple applications are received from one family, eg twins/step-children, for a single remaining place in the oversubscription criteria, the governors will admit both/all children even if it means going over the PAN.

Documentation required to support a child's application to the school

CATEGORY	DOCUMENTATION REQUIRED
1	a) Certificate of Catholic baptism or letter from parish priest. b) Proof of looked-after or previously looked-after status.
2	a) Letter from registered medical practitioner or report from social support services. b) Certificate of Catholic baptism. c) Supplementary Information Form.
3	a) Certificate of Catholic baptism. b) Supplementary Information Form.
4	a) Certificate of Catholic baptism b) Supplementary Information Form.
5	a) Certificate of Catholic baptism. b) Supplementary Information Form.
6	a) Proof of looked-after or previously looked-after status.
7	<b>No supporting evidence required</b>
8	a) For Catechumens a certificate/letter of enrolment in the catechumenate of the Catholic Church and for members of an Eastern Church, a certificate of baptism or reception. b) Supplementary Information Form.
9	a) A letter from your minister confirming that the child is a member of the faith community, or a certificate of baptism or reception. b) Supplementary Information Form.
10	a) A letter from your faith leader confirming that the child is a member of the faith community. b) Supplementary Information Form.
11	<b>No supporting evidence required</b>

## **APPLICATION PROCEDURES AND TIMETABLE**

- A Common Application Form from their Local Authority must also be completed by the parents/carers and returned by 31<sup>st</sup> October 2017 as this is the principal application otherwise the application will not be considered.
- Supplementary Information Form (**SIF**) (for children applying under criterion 2- 5 and 8-10, should be submitted by 31<sup>st</sup> October 2017 and returned together with the letter from your minister or faith leader (for children applying under criterion 8, 9 or 10), and supporting documentation as outlined in the table above, to The Admissions Secretary, St Paul's Catholic College, Manor Lane, Sunbury-on-Thames, Middlesex TW16 6JE.
- Applicants from Other Christian Denominations and of Other Faiths should obtain a letter from their faith leader confirming that the child is a member of the faith community and this should be returned together with the Supplementary Information Form (SIF) to The Admissions Secretary, St Paul's Catholic College, Manor Lane, Sunbury-on-Thames, Middlesex TW16 6JE.
- Parents/carers will be advised by the LA on behalf of the Governors of the outcome of their applications on 1 March 2018. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

## **LATE APPLICATIONS**

Late Applications will be processed after 1 March 2018.

- Applications received after 1 March 2018 will be dealt with immediately and where places are not immediately available, will be added to the waiting list in order of the oversubscription criteria set out above.

## **WAITING LISTS**

In addition to their right of appeal, unsuccessful candidates have the right to be placed on a waiting list. In order for this to happen you must put it in writing to the Admissions Secretary that you wish to be placed on the waiting list prior to 1<sup>st</sup> September 2018. You will not automatically be placed onto the waiting list. This waiting list will be maintained by the governing body in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Every 6 months we will send out a letter to the parents from the waiting list, to the given address, to ask you to confirm whether you wish for your child to remain on the waiting list. Names will be removed from the waiting list after a further month if you do not confirm that you wish to remain on the list.

PLEASE NOTE: If misleading or fraudulent information is given at the time of application, the Governors reserve the right to withdraw the offer of a place, even if the child has started at the school.

## **IN-YEAR ADMISSIONS**

In-Year applications are made to the school via Surrey County Council. If a place is available and there is no waiting list, the governors will admit the child. In exceptional circumstances, as outlined in Section 3 of the school admissions code 2014, if the governing body does not consider it appropriate to admit a child with challenging behaviour outside the normal admissions round, even though places are available, they will refer the case to the Local Authority for action under Fair Access Protocol.

If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as referred to in the above section 'Waiting Lists'. When a place becomes available the governing body will re-rank the list and will inform the parent that the school is making an offer.

## **FAIR ACCESS PROTOCOLS**

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 admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

## CHILDREN EDUCATED OUT OF CHRONOLOGICAL AGE GROUP

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the admission authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## PARISH BOUNDARIES

The parish boundaries for the Upper Thames Deanery listed in the admissions criteria can be found using the web links below.

<https://parish.rcdow.org.uk/ashford/contact/> St Michaels (Ashford)

<http://parish.rcdow.org.uk/hamptonhill/parish-details> St Francis De Sales (Hampton Hill)

<http://parish.rcdow.org.uk/staines/wp-content/uploads/sites/98/2013/10/StainesParishPB.pdf> Our Lady of The Rosary, (Staines)

<http://parish.rcdow.org.uk/stanwell/wp-content/uploads/sites/70/2013/10/StanwellPB.pdf> St Davids, (Stanwell)

<http://parish.rcdow.org.uk/sunburyonthames/wp-content/uploads/sites/124/2013/10/SunburyParishPB.pdf> St Ignatius of Loyola, (Sunbury)

<http://parish.rcdow.org.uk/tesdington/wp-content/uploads/sites/187/2013/10/Teddington-PB.jpg> The Sacred Heart, (Teddington)

<http://parish.rcdow.org.uk/twickenham/wp-content/uploads/sites/152/2013/10/st-james-twick-PB.jpg> St James, (Twickenham)

<http://parish.rcdow.org.uk/whitton/wp-content/uploads/sites/73/2013/10/whittonPB.jpg> St Edmund of Canterbury, (Whitton)

<http://parish.rcdow.org.uk/hamptononthames/wp-content/uploads/sites/235/2013/11/HamptonPB.pdf> St Theodore of Canterbury, (Hampton-on-Thames)

<http://www.sjfcchurch.org.uk/> St John Fisher, (Shepperton)

<http://www.stmargarets-church.co.uk/church-information> St Margaret of Scotland (Shepperton)

Parish boundary maps can be found using the following link <http://rcdow.org.uk/diocese/directory/parishes>

The Prospectus and Supplementary Information Form are also available on-line at [www.st-pauls.surrey.sch.uk](http://www.st-pauls.surrey.sch.uk).

Follow the link from the Home Page to Information/Admissions [www.st-pauls.surrey.sch.uk](http://www.st-pauls.surrey.sch.uk)