



## Admission Policy September 2017-2018

### ADMISSIONS POLICY

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 considered for a place here. 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 enclosed Supplementary Information Form should be completed and returned to the Admissions Secretary at the school by 31 October 2016 (Late Applications received will be processed after 1 March 2017)
- 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 524 equal preference applications for the September 2015 intake (Governors able to admit up to and including category 10). Published Admission Number (PAN) for Year 7 students in September 2017: 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 and the Certificate of Catholic Practice
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 Margarets; The Sacred Heart, Teddington; St James's, Twickenham; St Edmund of Canterbury, Whitton; supported by a certificate of Catholic baptism and the Certificate of Catholic Practice.
5. Baptised Catholic children, from outside the Upper Thames Deanery Parishes, supported by a certificate of Catholic baptism and the Certificate of Catholic Practice.
6. Other Baptised Catholics with a certificate of Catholic baptism.
7. 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.
8. Other children with a sibling at St Paul's at the time of admission.
9. Catechumens and members of an Eastern Christian Church where a certificate of baptism or a minister or faith leader verifies that the child is a member of the faith community by a letter.
10. Children of other Christian denominations where a certificate of baptism or a minister or faith leader verifies that the child is a member of the faith community by a letter.
11. Children of other faiths where a minister or faith leader verifies that the child is a member of the faith community by a letter.
12. 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 (7-11).

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:

Where the offer to all applications in the sub-category listed above would lead to over-subscription, the places up to the admissions number will be offered to those living nearest to the school.

## **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.**

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.

**'CERTIFICATE OF CATHOLIC PRACTICE'** is available from the school and the diocesan website. The top part should be completed by the parent and handed to the parish priest. He will complete it and send it on to the school.

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

**'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.

### CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take it to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one. For further information contact your parish 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.

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.

For blocks of flats, apartments or buildings where there are multiple addresses with only one address point (where two or more applicants to the same school would have the same distance measurement), 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	<ul style="list-style-type: none"><li>• Certificate of baptism or letter from parish priest</li><li>• Supplementary Information Form.</li></ul>
2	<ul style="list-style-type: none"><li>• Letter from registered medical practitioner or report from social support services. Certificate of baptism.</li><li>• Supplementary Information Form.</li></ul>
3	<ul style="list-style-type: none"><li>• Certificate of baptism and the certificate of Catholic Practice</li><li>• Supplementary Information Form.</li></ul>
4	<ul style="list-style-type: none"><li>• Certificate of baptism and the Certificate of Catholic Practice</li><li>• Supplementary Information Form.</li></ul>
5	<ul style="list-style-type: none"><li>• Certificate of baptism and the Certificate of Catholic Practice</li><li>• Supplementary Information Form.</li></ul>
6	<ul style="list-style-type: none"><li>• Certificate of baptism</li><li>• Supplementary Information Form.</li></ul>
7	N/A
8	N/A
9	<ul style="list-style-type: none"><li>• A letter from your minister or faith leader confirming that the child is a member of the faith community.</li></ul>

	<ul style="list-style-type: none"> <li>• Supplementary Information Form.</li> </ul>
10	<ul style="list-style-type: none"> <li>• A letter from your minister or faith leader confirming that the child is a member of the faith community.</li> <li>• Supplementary Information Form.</li> </ul>
11	<ul style="list-style-type: none"> <li>• A letter from your minister or faith leader confirming that the child is a member of the faith community.</li> <li>• Supplementary Information Form.</li> </ul>
12	N/A

#### APPLICATION PROCEDURES AND TIMETABLE

- A Common Application Form from the parents' or carers' of their Local Authority must also be completed and returned by 31<sup>st</sup> October 2016 as this is the principal application otherwise the application will not be considered.
- Supplementary Information Form (**SIF**) should be submitted by 31 October 2016 and returned together with the, Certificate of Catholic Practice, (for children applying under criterion 3, 4 or 5), or letter from your minister or faith leader (for children applying under criterion 9, 10 or 11), and supporting documentation, to The Admissions Secretary, St Paul's Catholic College, Manor Lane, Sunbury-on-Thames, Middlesex TW16 6JE
- The Certificate of Catholic Practice should be completed where applicable (see table above for guidance), and given to the Parish Priest at your place of worship who will support your child's application. The Priest will complete the certificate and sign and seal it with the Parish Stamp. It should then 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. Additional forms are available from the Admissions Secretary at the school and from the school website.
- Applicants of other Faiths should obtain a letter from their minister or 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 2017. 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 2017.
- Applications received after 1 March 2017 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 2017. 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 wish 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 decide who is at the top of 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.

## **PARISH BOUNDARIES**

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

St Michael's (Ashford)  
<http://parish.rcdow.org.uk/ashford/parish-details/>  
St Francis De Sales (Hampton Hill)  
<http://parish.rcdow.org.uk/hamptonhill/parish-details/>  
Our Lady Of The Rosary, (Staines)  
<http://parish.rcdow.org.uk/staines/wp-content/uploads/sites/98/2013/10/StainesParishPB.pdf>  
St David, (Stanwell)  
<http://parish.rcdow.org.uk/stanwell/wp-content/uploads/sites/70/2013/10/StanwellPB.pdf>  
St Ignatius Of Loyola, (Sunbury-on-thames)  
<http://parish.rcdow.org.uk/sunburyonthames/wp-content/uploads/sites/124/2013/10/SunburyParishPB.pdf>  
The Sacred Heart, (Teddington)  
<http://parish.rcdow.org.uk/teddington/wp-content/uploads/sites/187/2013/10/Teddington-PB.jpg>  
St James, (Twickenham)  
<http://parish.rcdow.org.uk/twickenham/wp-content/uploads/sites/152/2013/10/st-james-twickenham-PB.jpg>  
St Edmund Of Canterbury, (Whitton)  
<http://parish.rcdow.org.uk/whitton/wp-content/uploads/sites/73/2013/10/whittonPB.jpg>  
St Theodore Of Canterbury, (Hampton-on-Thames)  
<http://parish.rcdow.org.uk/hamptononthames/wp-content/uploads/sites/235/2013/11/HamptonPB.pdf>  
St John Fisher, (Shepperton)  
<http://parish.rcdow.org.uk/shepperton/wp-content/uploads/sites/108/2013/10/SheppertonPB.jpg>  
St Margaret Of Scotland, (St Margarets-on-thames)  
<http://parish.rcdow.org.uk/stmargaretsonthames/parish-details/>  
St Lawrence's Catholic Church Feltham  
<http://parish.rcdow.org.uk/feltham/parish-details/>

The Prospectus, Supplementary Information Form and Certificate of Catholic Practice 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)