



# Admissions Policy

Date approved: February 2018  
Signed by Chair of Governors: Mr Paul Rossi

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Date approved: February 2018  
Signed by Headteacher: Mr Sean Hayes

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Reviewed: February 2018  
Next Review: February 2019



**St John Fisher**  
Catholic High School

**Policy and Procedures**



St John Fisher  
Catholic High School



the DIOCESE of  
EAST ANGLIA

## ADMISSIONS POLICY 2019

St John Fisher Catholic High 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, 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 students. 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 (except for admission to Year 12). The governing body has set its admission number at 133 students to Year 7 in the school year which begins in September, 2019. Where logistically possible, the governing body will admit twins and all siblings from multiple births in admissions to Year 7, where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Admission to the Sixth-Form**

Applications to the sixth-form must be made directly to the school by contacting The Registrar, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN. These application must be made by 19 December 2018. The school operates a sixth form for a total of 150 students.

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are five GCSE passes at Grade 5 or above for A level courses, and five GCSE passes at Grade 4 and above for Vocational courses.

In addition to the sixth form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Where there is a space in Year 13 i.e. where there are fewer than 60 students in the year group, the school will admit additional students up to this number using the oversubscription criteria set out below.

### **Students with an Education, Health and Care Plan (see note 1)**

The admission of students with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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. Baptised Catholic looked after and previously looked after children. (see notes 2,3 & 11)
2. Baptised Catholic children who are in feeder schools and for whom St John Fisher is the nearest Catholic school. (see notes 3, 10 & 11)
3. Other Baptised Catholic children. (see notes 3 & 11)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Non-Catholic children who are in feeder schools and for whom St John Fisher is the nearest Catholic school (see note 10)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a sibling at the school at the time of enrolment (*excluding the sixth-form*) 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).
- (ii) After children in (i) above, priority will be given within each category to children living closest to the school. Distances are measured on a straight line “crow fly” basis, using Ordnance Survey data. 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. Under random allocation, 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<sup>1</sup>, you **must** complete a Common Application Form (excluding admission to Year 12) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form should be returned to The Registrar, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN by 31 October 2018.

To apply for a place in the Sixth Form, you **must** complete the application form that is available in the Sixth Form Prospectus or from the school. This should be returned to The Registrar, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN by 19 December 2018.

You will be advised of the outcome of your application for a place in Year 7 on 1<sup>st</sup> 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. The outcome for applications to Year 12 will also be communicated by 1<sup>st</sup> March.

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

***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 31<sup>st</sup> October 2018 for Year 7 applications, and 19 December 2018 for Year 12 applications.**

### **Late Applications**

Late applications, except those deemed by the LA as exceptional and to be processed on time, will be considered after the first round of offers issued on 1st March. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

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

A request may be made for a child to be admitted outside 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 The Headteacher, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN 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 the last day of the summer term.

**Inclusion on 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 The Registrar, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN.

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 the locally agreed protocol. 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 where 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. 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, immediately following having been looked after.

3. '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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. 'Catechumen' 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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "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 CYTŪN 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.

7. "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.

8. 'Sibling' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters; and

- (ii) 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 address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. 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.
10. For the purposes of this policy, feeder schools are:-
- St Thomas More Primary School, Peterborough,
  - Sacred Heart Primary School, Peterborough,
  - All Saints inter-Church Academy, March,
  - St Augustine's Primary School, Stamford.
11. The following churches are recognised as being in full communion with the Roman Catholic Church: Albanian Byzantine Catholic Church, Armenian Catholic Church, Belarusian Greek Catholic Church, Bulgarian Greek Catholic Church, Chaldean Catholic Church, Coptic Catholic Church, Eritrean Catholic Church, Ethiopian Catholic Church, Byzantine Church of Croatia, Serbia and Montenegro, Greek Byzantine Catholic Church, Hungarian Greek Catholic Church, Italo-Albanian Byzantine Catholic Church, Macedonian Greek Catholic Church, Maronite Church, Melkite Greek Catholic Church, Romanian Church United with Rome, Greek-Catholic, Russian Greek Catholic Church, Ruthenian Byzantine Catholic Church, Slovak Byzantine Catholic Church, Syriac Catholic Church, Syro-Malabar Catholic Church, Syro-Malankara Catholic Church, Ukrainian Greek Catholic Church.

October 2018