

***Saint John Houghton Catholic Voluntary Academy  
(part of Saint Robert Lawrence Catholic Academy Trust)***

***Admissions Policy and Oversubscription Criteria for admission to the Academy 2017 onwards***

This policy will operate from September 2017. It will apply to all admissions for the year 2017 onwards. Saint John Houghton Catholic Voluntary Academy (The Academy) is a Catholic 11 to 16 mixed secondary academy offering a Christian education where prayer, worship and liturgy are integral parts of our daily life.

Our Academy is under the trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocese family of schools. It is founded by and is part of the Catholic Church and seeks 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. This does not affect the right of parents or carers who are not of the faith of this school to apply for and be considered for a place here. We ask all parents or carers applying for a place to respect this ethos and its importance to the Academy community.

***Our Mission Statement***

We aspire, as an Academy,

- to be recognised for the quality of care extended to all associated with us and to respect each person's dignity and uniqueness,
  - to make the faith life of the Academy inform and affect work in all curriculum areas
  - to be a family, embracing home and its parish, with an awareness of its responsibilities to both local and worldwide communities,
  - to establish a whole curriculum which will balance the highest academic standards with the life skills and critical awareness necessary to enable all students to reach their full potential and to respond to the needs of society
1. **Applying for a place in Year 7:** Saint Robert Lawrence Catholic Academy Trust is the Admissions Authority. Applications are invited from Catholic families, other Christian families and from families who seek a Catholic secondary education. All matters relating to admissions are carried out by the Local Governing Body of The Academy on behalf of the Academy Trust. The Local Authority (LA) co-ordinates the process of admissions on behalf of the Local Governing Body. Parents/carers should consult the Local Authority booklet "How to Apply for a Place at Secondary School – a Guide for Parents" for the appropriate year which gives full details of the admissions process, including information on the admissions cycle. See also [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions). Application forms will be distributed by the LA, through the primary schools, in the first week of the summer term. The offer of a place will be sent by the LA, on behalf of the Academy Trust, on National Offer Day (1<sup>st</sup> March).
  2. **Planned Admission Number:** The Planned Admission Number (PAN) is 120.
  3. **Fraudulent Applications:** The Local Governing Body will withdraw an offer of a place if the decision to admit was based on fraudulent or intentionally misleading information.
  4. **The Supplementary Form and Supporting Evidence:** As a Catholic Voluntary Academy the Local Governing Body may require further information and all applicants applying under faith criteria should complete the Supplementary Form which should be returned to the Headteacher at the Academy by 31<sup>st</sup> October of the year prior to admission. Parents/carers of Catholic children should also supply the child's baptism certificate or written verification that the child has been received into the Catholic Church, signed by a Catholic priest and stamped with the parish stamp. If the child is enrolled on a course of preparation leading to baptism, written verification signed by a Catholic priest and stamped with the parish stamp should be provided. Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication. If the Supplementary Form or required documents are not provided, the child might be ranked in a lower admissions category.

5. **Late Applications:** Late applications for places in Year 7 will be processed in accordance with the LA admissions arrangements for late applicants.
6. **In Year Admissions:** Applications from Parents/carers made during the academic year, outside the normal round should be made to the LA. Application Forms can be obtained from the LA. 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 for the relevant year group has been reached, the Local Authority will pass the applicant's details to the Local Governing Body who will consider the application before making a decision. All places offered in-year are subject to the child starting at the Academy within seven days of the starting date stated within the offer letter. Any place not taken up within seven days may be withdrawn and offered to another child. The Local Governing Body reserves the right to extend the timescale of an offer if it considers there to be exceptional circumstances at the time. When a place has been offered, a letter will be sent by the Academy enclosing an Admissions Pack.
7. **Appeals:** Should parents wish to appeal against the Local Governing Body's decision not to admit their child this should be done according to the instructions set out in the offer letter from the LA for entry into Year 7 in September or within 15 working days of the date of the notification for entry at any other time. Appeals will be heard by an independent appeals panel convened by the Catholic Schools' Appeals Service.
8. **Fair Access Protocol:** LAs are required to have Fair Access Protocols in place in order to ensure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school or academy as quickly as possible. This includes admitting children above the published admissions number to schools or academies that are already full.
9. **Waiting List:** The Local Governing Body operates a waiting list in the event of oversubscription. Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting 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 the Academy waiting list does not mean that a place will eventually become available.
10. **Admission of children outside the 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 Academy 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 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 LA. 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 Academy. The Academy 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 is unaffected. However the right to appeal does not apply if you are offered a place at the Academy but it is not in your preferred age group.
11. **Special Educational Needs and Disability:** Children with an Education, Health and Care Plan (EHCP) or a statement of special educational needs which names the Academy will be admitted. This will reduce the number of places available.
12. **Oversubscription Criteria:** The following Oversubscription Criteria will be used when applications exceed the number of places available.

## Oversubscription Criteria

### Catchment area of Saint John Houghton Catholic Voluntary Academy:

- Parish of Our Lady of Good Counsel, Eastwood
- Parish of Our Lady and Saint Thomas of Hereford, Ilkeston
- Parish of Saint Francis of Assisi, Long Eaton in the County of Derbyshire
- Parish of Saint John the Evangelist, Stapleford

### Family of schools:

- English Martyrs Catholic Voluntary Academy, Long Eaton
- Saint Thomas's Catholic Primary School, Ilkeston
- The Priory Catholic Voluntary Academy, Eastwood

**Category 1:** Catholic<sup>i</sup> Looked After Children and/or previously Looked After Children<sup>ii</sup> with brothers or sisters<sup>iii</sup> at the Academy at the time of the proposed admission

**Category 2:** Catholic Looked After Children and/or previously Looked After Children

**Category 3:** Catholic pupils residing in the catchment area who attend one of the family of schools with brothers or sisters at the Academy at the time of the proposed admission

**Category 4:** Catholic pupils residing in the catchment area who attend one of the family of schools

**Category 5:** Catholic pupils residing in the catchment area who do not attend one of the family of schools with brothers or sisters at the Academy at the time of the proposed admission

**Category 6:** Catholic pupils residing in the catchment area who do not attend one of the family of schools.

**Category 7:** Catholic pupils residing outside of the catchment area who attend one of the family of schools with brothers or sisters at the Academy at the time of the proposed admission

**Category 8:** Catholic pupils residing outside of the catchment area who attend one of the family of schools.

**Category 9:** Other Looked After Children and/or previously Looked After Children with brothers or sisters at the Academy at the time of the proposed admission

**Category 10:** Other Looked After Children and/or previously Looked After Children

**Category 11:** Any pupils attending one of the family of schools with brothers or sisters at the Academy at the time of the proposed admission

**Category 12:** Any pupils attending one of the family of schools

**Category 13:** Catholic pupils residing outside of the academy's catchment area who do not attend one of the family of schools with brothers or sisters at the Academy at the time of the proposed admission

**Category 14:** Catholic pupils residing outside of the academy's catchment area who do not attend one of the family of schools

**Category 15:** Pupils of other Christian denominations which belong to Churches Together in England<sup>iv</sup> with brothers or sisters at the Academy at the time of the proposed admission

**Category 16:** Pupils of other Christian denominations which belong to Churches Together in England

**Category 17:** Any other pupil not in a category above with brothers or sisters at the Academy at the time of the proposed admission

**Category 18:** Any other pupil not in a category above

*If any of the above categories are oversubscribed, preference will be given to children who live nearest the Academy. The LA has a Geographic Information System (GIS) to measure the nearest available route. It is measured by a standard walking distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools and academies the grid reference is again taken from the postal address file and will be the centre of the building. The distance will be measured by the local authority and that data will be supplied to the Local Governing Body.*

*In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications, then the Local Governing Body will admit the additional children above the planned admission number. In cases where there is one remaining place available and the next child on the waiting list is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded.*

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<sup>ii</sup> Definition of Catholic:

- a. a child baptised in the Catholic Church (Roman Rite or Eastern rites) whose members are in full ecclesial and canonical communion with the Bishop of Rome\*, (Pope Francis). Further advice is available from the Diocesan Education Service.
- b. A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church.
- c. 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).

*Note\*: 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.*

<sup>ii</sup> Definition of Looked After: 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 Section 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 Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b. became subject to a child arrangements order (under the terms of the Children Act 1989 Section 8, as amended by section 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 Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

<sup>iii</sup> Definition of brother or sister: 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

<sup>iv</sup> Churches together:

Please refer to the following website for details: [www.cte.org.uk](http://www.cte.org.uk)