



## ADMISSIONS POLICY 2019 - 2020

**As a joint church school between the Roman Catholic diocese of Plymouth and the Church of England diocese of Salisbury, our primary aim is to provide an education that supports parents/carers from our dioceses with their responsibility to share their faith with their children. We believe that the spiritual development of young people is best supported if home, school and the church community the family belong to, work together for the benefit of the young person.**

The ethos of the school is founded in the mission of the dioceses of Plymouth and Salisbury and is summed up in our Mission Statement. We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the faith of this school to apply for, and be considered, for a place at St Edward's.

The school's Published Admissions Number (PAN) is 182 for Year 7 in September 2019. The Governing Body proposes to admit students without regard to ability or aptitude in accordance with the admissions criteria.

The Governors will consider applications and initially allocate places in accordance with the basic ratio based upon the foundation of the school. This ratio is expressed by the quota of not more than 75% of pupils from the Roman Catholic tradition and not less than 25% from the Church of England tradition. Where places within either quota are not taken they will be open to other applicants in accordance with the admissions criteria.

The Governors of St Edward's are the admission authority for the school; the Local Authority will be co-ordinating the admissions arrangements on their behalf. All applications must be received on the Local Authority Common Application forms by the published closing date, **31 October 2018**, naming St Edward's in accordance with the Local Authority's arrangements for co-ordinated admissions. If applicants are seeking admission on religious grounds they must also complete the **St Edward's VA Supplementary Information Form** which must also be returned to the Local Authority in which the applicant is resident, by **31 October 2018**.

The **St Edward's VA Supplementary Information Form** is used by governors in their decision making and enables the applicant's priest/minister/appropriate faith leader to confirm which category of the oversubscription criteria the applicant fulfils. If the **St Edward's VA Supplementary Information Form** is not completed and returned, then we will apply the oversubscription criteria on the basis that your child falls within criterion 6.

The **Common Application Form** is available direct from the Admissions Team at the Borough of Poole or online at [www.boroughofpoole.com](http://www.boroughofpoole.com). For applications from outside Poole please contact the Local Authority where you reside.

The **St Edward's VA Supplementary Information Form** is available direct from St Edward's School or online at [www.st-edwards.poole.sch.uk](http://www.st-edwards.poole.sch.uk) or from the Schools Admission Team at the Local Authority or [www.boroughofpoole.com](http://www.boroughofpoole.com).

It is the parent/carer's responsibility to return the **Common Application Form** and, if appropriate, the **St Edward's VA Supplementary Information Form** by the closing date. Both forms should be returned together direct to the admissions team at your Local Authority. (Poole LA will then send information on to St Edward's). **BOTH forms must be received by 31 October 2018. If an online application is made, the St Edward's VA Supplementary Information Form must be returned to the Local Authority in which you are resident, by 31 October 2018.**

Applications received after the closing date will be deemed as "late applications". Late applications will only be considered if there are places available after all other applications received by the closing date have been considered. Late application forms should be returned to the Schools Admissions Team at the Local Authority for your home address.

If applications for one of the 182 places available in Year 7, September 2019 exceed the Published Admissions Number they will be considered by the Governors in accordance with the criteria stated below.

## **OUR ADMISSIONS CRITERIA**

### **Supplementary Information**

To be considered under a criterion relating to religious practice and membership, applications need to be accompanied by the **St Edward's VA Supplementary Information Form**. On this form the parents/carers must indicate their child's membership/practice within their church/faith community. This should be endorsed by their priest/minister/faith leader and will be used by the Governors in their decision making.

For applications for children moving into the locality, information needs to be provided by the priest/minister/faith leader of their previous church/faith community endorsed by their accepting local church/faith community.

### **Over subscription criteria**

If there are too many applications for the places available i.e. over 182 which is the PAN for Year 7, applications will be considered by the Governors in the following order:

- 1 Looked After Children and Previously Looked After Children (please see definition on page 3).**
- 2 Roman Catholic children who have been baptised and have either made their first Holy Communion or have attended Roman Catholic Church services at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.**
- 3 Church of England children who have been baptised or have had a service of thanksgiving and have attended Church of England church services at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.**
- 4 Children who meet their Church's criteria for membership/practice and have attended services at a Methodist, Baptist, United Reformed, Elim Pentecostal or Orthodox church, Assemblies of God or Salvation Army at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.**
- 5 Children who meet another Christian Church's or Faith Community's criteria for membership/practice and have attended services at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.**
- 6 Children not able to be admitted under categories 1- 5.**

### **Other information**

**Tie break:** Should the numbers in a category exceed the number of places available for that category the following criteria will be applied, in order to decide who can be admitted:

- i) Children who have a sibling who is on roll **and** attending the school in years 7 -13 at the proposed date of admission. Definition of sibling according to the LA policy for Community and Voluntary Controlled First, Infant, Junior, Middle and Primary Schools.
- ii) Distance according to the LA policy for Community and Voluntary Controlled First, Infant, Junior, Middle and Primary Schools

**SEN: Children with statement of special educational needs or Education, Health and Care Plan:** In accordance with the DfE Special Educational Needs Code of Practice, the Governors are legally required to admit a child with Special Educational Needs where there is a statement or plan issued by a Local Education Authority naming the school. Prior consultation with the school governors is an essential part of this process **before** the school is named on the statement in order to assess whether the school can meet the needs of the child.

This will reduce accordingly the number of places available.

### **Waiting Lists and Late Applications**

It is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2018-2019, a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt both with regard to the two week acceptance period and beyond that. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. **Names will only remain on the waiting list after 31 December 2019 if a written request is received.**

**Other year groups:** Admissions subject to places being available and to the same admissions criteria and waiting lists will be maintained as described above.

**Applications for children to be educated outside their normal national curriculum year group:** Applications will be considered on their individual merits by a panel comprising of members from school's leadership group.

Applicants must provide with their application form the following information in support of their request:

1. Clear, documented evidence that the child has previously been educated in a year group different to that determined by date of birth and this has had positive benefits, for example, a letter from the Headteacher.
2. Clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
3. Clear evidence that it is in the interests of the child's social and emotional development to be forward/back yeared.

A child would need to meet Criteria 1 above in all cases, for an out of year group admission to be agreed. The existence of Criterion 2 & 3 would serve to strengthen a case.

**Independent Appeals:** In the event that an offer of a place is not made, parents have the right of appeal to an Independent Panel and information will be given at that time on how parents can exercise this statutory right.

**Note:** If the LA sends a letter stating it is unable to offer a place, a parent has the right of appeal. This appeal should be made in writing by a parent to the Admissions Manager of the school within 14 days of the letter of notification being received. The Appeal will then be heard by an independent Appeals Panel set up by the Borough of Poole on behalf of the Governors.

**Withdrawing of places:** An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused. (Section 2.12 DfE Admissions Code 1/2/12)

**Policy Review:** Our admissions policy is reviewed annually.

**Definitions:** St Edward's RC CE VA School has adopted the definitions defined by the Borough of Poole as follows:

**Looked After Children:** A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

**Home Address:** The local authority will consider that a child lives at the address at which he/she lives during the school week. Where a child lives at more than one address during the school week the local authority will consider the home address as being where the prime carer resides. The "prime carer" is the person in whose name Child Benefit payments for the individual child are made. If child benefit payments are not received by either parent/carer, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the address for the prime carer. The final decision on the home address of a child will be made by the local authority. If any information supplied by an applicant is judged by the local authority to be fraudulent or intentionally misleading the local authority may refuse to offer a place, or if already offered, may withdraw the offer.

**Applications for Children of Multiple Birth:** If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

**Sibling:**

- a full brother or sister who live with one or both parents or carers in the same property during the school week
- a half-brother or half-sister who live with one or both parents or carers in the same property during the school week
- adoptive brother or sister who live with one or both parents or carers in the same property during the school week
- foster brother or sister who live with one or both parents or carers in the same property during the school week
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

**In-Year Fair Access:** All the admission authorities in Poole have established an In Year Fair Access Protocol. The purpose of the Protocol is to ensure an equitable distribution of in-year admission placements of pupils without a school place or with challenging behaviour. Cases are considered by a Panel comprising Headteachers and/or their representatives. Decisions of the Panel may mean that individual schools may have to admit pupils, which could result in the Published Admission Number being exceeded. Admission authorities will not normally be asked to admit a pupil to an infant class.

**Distance**

St Edward's School obtains home-to-school distance measurements for the purposes of this policy from the Poole Local Authority. The measurement will be the shortest, safe and practicable walking route from the home address to the nearest approved school access point that is for use by pupils. All distance measurements provided are in accordance with the process described in the Local Authority's admissions policy for community primary schools. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the centre point of the home address to either: 1. the nearest public landing steps at Poole Quay, or 2. a point on the mainland that the applicant proves to the satisfaction of the School that he/she can access. From that point the distance will be measured using the shortest, safe and practicable walking route from the landing point to the nearest approved school access point that is for use by pupils.

If an applicant advises that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the home address and will include the distance travelled by the ferry.

If there are insufficient places to accommodate all applicants and the distance criterion is used, the St Edward's School will use random allocation for applicants living an equal distance from the School (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be a member of staff who has no involvement in the school admissions process.

### **ADMISSION TO THE SIXTH FORM 2019**

St Edward's School welcomes applications from both internal and external candidates from all faith and non-faith backgrounds. We would expect all 6<sup>th</sup> form students to acknowledge and respect the Christian ethos of our joint Church school which is summed up in our Mission statement.

Year 11 students have access to 6<sup>th</sup> form places if they meet the academic requirements but applications are also invited for up to 40 additional external students.

#### **Academic requirements**

To study some A level and BTEC (Level 3) courses students are required to have achieved at least 5 or more good GCSE grades or equivalent as follows, these are clearly indicated in the Sixth Form Prospectus:

- GCSE English Language and Mathematics: Grade 5 or better
- All other GCSE's: Grade C or better
- BTEC's: L2 pass or better
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and B's / 6's / L2 Merit or better in the subjects you want to study at A Level

**If students have not obtained a 'good' GCSE in English Language and Mathematics they will be expected to resit them in Y12.**

Sixth form places will be subject to the availability of places on the various courses and in the various subjects offered by the School.

#### **Oversubscription Criteria**

If there are more applicants than the places available, the oversubscription criteria will be applied and applications will be considered as set out on page 2 of this policy document.