

# Admissions Arrangements

## **ST MARY'S COLLEGE**

(Part of St Cuthbert's RC Academy Trust)

### **2019-20**



Approved by SCRCAT Admissions Committee: 26 January 2018

Mr G Fitzpatrick - Head teacher / CEO

Mrs A Ward – Chair of Committee

## **1. General**

St Mary's College is a Secondary, Roman Catholic, Co-Educational Academy day school for pupils aged 11-19, in the Diocese of Middlesbrough. It is part of the St Cuthbert's RC Academy Trust (SCRCAT).

The Trust Board of SCRCAT is the Admissions Authority and is responsible for determining the Admission Arrangements, Admissions and administering Independent Appeals.

The ethos of St Mary's College is built on the traditions of the Roman Catholic Church, informed by the College's foundation in relation to the Sisters of Mercy and the Marist Fathers.

We ask all parents applying for a place here to respect this ethos and its importance to the school community.

## **2. Published Admissions Number**

- 2.1 The published admissions number for Yr 7 in September 2019 is 300.
- 2.2 The Academy can increase the Published Admission Number (PAN) without the need to consult, but any proposal to increase the PAN must be notified to the Local Authority (LA) and be published on the Academy website.
- 2.3 If no changes are made to admission arrangements in future years the Academy is only required to consult every 7 years.

## **3. How and When to Apply for Year 7**

- 3.1 Applications must be made on the Common Application Form (either on-line or on the paper version), all information is provided by your home Local Authority. All applications must be made to your home Local Authority and returned by the closing date set by the Local Authority.

### **3.2 The Supplementary Form and Supporting Evidence**

In addition all applicants wishing to apply for a place should complete the Supplementary Form. This form can be downloaded from the St Mary's College web site. The completed form, together with any required evidence, (see below), should be returned to your home Local Authority.

Parents/carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate
- If the child has been received into the Catholic Church, written verification, signed by a Catholic priest and stamped with the parish stamp
- Parents/carers whose children are members of other Christian denominations should supply a relevant certificate or other documentary evidence. **(Note 5)**

3.3 **If the supplementary form or any of the required documents are not provided, the child might be ranked in a lower admissions category.**

3.4 Any applications received after the closing date will be accepted but considered only after those received by the closing date, unless there are exceptional and significant reasons.

#### **4. Over-subscription Criteria**

4.1 When the Academy is oversubscribed, priority for admission will be given to those **children who meet the criteria as set out below:**

##### **Roman Catholic Children (Note 1)**

- 1 Looked After children and previously looked after children **(Note 2)**
- 2 Other Roman Catholic Children

**Note: to be considered under either of the criteria above, see information in the Supplementary Form and Supporting evidence paragraph 3.2 and (Note 1)**

##### **Other Children**

- 3 Looked after children and previously looked after children **(Note 2)**
  - 4 Children who have a sibling at St Mary's College. **(Note 3)**
  - 5 Children with a parent/guardian who has been a permanent member of staff, (teaching or support) at St Mary's College for 2 years or more, when the application is made, and/or was recruited to fill a vacant post for which there is a demonstrable skills shortage. This does not include staff who work on the school site for other employers.
  - 6 Children with a proven aptitude in sport **(Note 4)**
  - 7 Children from our Roman Catholic feeder primary **(Note 6)** schools who are baptised or dedicated members of other Christian Churches, as recognised by Churches Together **(Note 5)**
  - 8 Other children who attend our Roman Catholic primary feeder schools **(Note 6)**
  - 9 Other children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together **(Note 5)**
  - 10 Other Applicants
- Children within the same oversubscription criteria will be prioritised by a tie-breaker **(Note 7)**
  - Please see notes section for definitions relating to the above criteria and tie-breaker.

#### **4.2 Admission of Students with Special Educational Needs and Disabilities (SEND)**

The Academy shall ensure that pupils with a Statement of Special Educational Needs or in an Educational Health Care Plan are admitted on an equal basis with others in accordance with its Admissions Policy.

Where the Local Authority propose to name the Academy in an Educational Health Care (EHC) Plan, the Academy shall consent to being named.

The exception to this is where admitting the child would be incompatible with the provision of efficient education for other children, and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

In the event of any disagreement between the Academy and the Local Authority over the proposed naming of the Academy in an EHC Plan, the Academy may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State's determination shall, subject only to any right of appeal, be final.

4.3 The governing body may increase the priority of an application within a category where written evidence from appropriate professional e.g. Social Services/ Medical Consultant etc. is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

4.4 The admissions over subscription criteria will be applied on an Equal Preference Basis.

## **5. Fraudulent Information**

5.1 If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

## **6. In-Year Transfer Applications**

6.1 Application should be made through the Local Authority.

6.2 Should the numbers of pupils in one of the years, fall below the pupil admission number which was in operation when the age group entered the school, and there are several applicants, a place will be offered to the applicant who is highest ranked in the appropriate criteria of the Admissions over-subscription policy. If there is only one applicant the place would be offered to that pupil.

## **7. Right of Appeal**

7.1 Where a parent has been notified that a place has not been allocated at the school they have a statutory right of appeal. Further details of the appeals process are available by contacting the college or on the web site.

## **8. Waiting Lists**

- 8.1 If your child has not been allocated a place, a waiting list is available where priority will be given according to the oversubscription criteria based on the information provided at the time of application.
- 8.2 The waiting list for year 7 will be open until the end of the Autumn Term it is then cleared. A pupil's position on a waiting list will only be assessed if a place becomes available.

## **9. Fair Access Protocol**

- 9.1 As part of the co-ordinated admissions arrangements with the Local Authority the Academy may accept "hard-to-place" pupils onto its roll in accordance with the In-Year Fair Access Agreement. These are special cases arranged outside the boundaries of this Admissions policy.

## **10. Admission to the Sixth Form**

- 10.1 Admission number for Year 12 is 350.
- 10.2 For advanced courses, prospective students must have achieved the respective minimum entry requirements. Any additional and specific entry requirements for individual subjects are detailed in course leaflets.
- 10.3 Although we are a Roman Catholic College, students of other religious faiths and, indeed none, are welcome to apply as long as they are supportive of our Christian ethos. Details of this are in our registration documents and Learning Agreement which all students sign when enrolling in the Sixth Form.

## **11. Notes**

### **Note 1 - Definition of Catholic**

Children who have been baptised as Catholic or have been formally received into the church. (Acceptable evidence is a baptismal certificate or the baptism authenticated/stamped by a Roman Catholic priest)

### **Note 2 - Looked after children and previously looked after children**

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).

A previously looked after child who was looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after.

### **Note 3 - Definition of Siblings**

Same natural parents living at the same address

Half-brothers/sisters living at the same address  
Stepbrothers/sisters living at the same address  
Children with the same natural parents living at different addresses

The definition of sibling does not include cousins or families sharing a house. In the case of multiple births where only one/some of the siblings qualified for a place, the affected siblings would all be offered places, even if this meant going above the admissions number.

In the case of a sibling in the 6<sup>th</sup> Form the student at St Mary's College must have been on roll for at least 12 months prior to any application.

#### **Note 4 – Aptitude in Sport**

If applicants are seeking admission under criteria 6, they will be asked to indicate this on the Common Application Form issued by the Local Authority and the Supplementary Information Form which can be found on the schools website. After the deadline applicants will be invited into school to take the sporting aptitude analysis assessments. This will take place during the Autumn Term prior to the Trust Board's Admissions Committee meeting to allocate places for the following September.

If more applicants pass than there are places available, applicants will be ranked based on the overall points score, and will be eligible to be put in this category.

#### **Note 5 - Churches Together in England**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 7 & 9 will be required to produce a baptismal certificate or a letter confirming their baptism authenticated by their minister.

#### **Note 6 - Catholic Feeder**

This refers to the Roman Catholic Primary Academies within the St Cuthbert's RC Academy Trust and Roman Catholic Primary Schools within the East Riding.

#### **Note 7 - Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured [by the shortest walking route] from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

If the admission number is reached when two or more applicants reside an equal measured distance from the school (e.g. residents in the same block of flats) the last place(s) will be allocated by lot. Where the application of this rule would otherwise lead to the separation of twins, or multiple birth siblings, both (or all) will be admitted.