**ADMISSIONS POLICY FOR**

**St. Wilfrid’s R C College in South Tyneside 2016**

This Admissions Policy has been formally adopted by the Governing Body of the above Catholic Secondary School in South Tyneside.

The Governing Body is the Admissions Authority and is responsible for determining the school’s Admissions Policy. The Planned Admission Number for September 2016 is 180.

The partner primary schools are:

**St. Gregory’s**

**St. Bede’s**

**Ss Peter and Paul’s**

**St. Oswald’s**

**St. Bede’s, Jarrow**

**St. Mary’s, Jarrow**

The partner parishes are:

**Ss Peter and Paul’s**

**St. Oswald’s**

**St. Bede’s**

**St. Gregory’s**

**Sacred Heart, Boldon**

**Holy Rosary**

**St. Bede’s, Jarrow**

**St. Mary’s, Jarrow**

The Admissions Policy Criteria will be applied on an Equal Preference basis.

**How and When to apply**

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic School should also complete the supplementary information form. All forms must be returned by the closing date set by the Local Authority.

**Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

**Oversubscription Criteria**

Children who have statement of **Special Educational Need** which names our school will be admitted to the school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

1. Looked After Children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see note 2).

2. All children who attend a Catholic Partner Primary School.

3. Other Catholic children who have an older sibling at the school at the time of admission (see note 3).

4. Catholic children resident in one of the partner parishes who do not attend a Catholic Primary School.

5. Other Catholic Children who attend a Catholic Primary School.

6. Other Catholic Children who do not attend a Catholic Primary School.

7. Other Children who have an older sibling at the school at the time of admission (see note 3).

8. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) and attend a Catholic Primary School.

9. All other children.

If applicants are seeking admission under criteria 8 above, they must provide a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

**ADDITIONAL NOTES**

**1. Definition of Catholic**

Children who have been baptised as Catholics or who have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 3-6 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

**2. Definition of Children in the care of a Local Authority**

A Looked After Child is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the time of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A special guardianship order is an order appointing one or more individuals to be a child’s special guardian or guardians (section 14A Children Act 1989).

**3. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**4. Churches Together in England**

(See www.churches-together.org.uk for further details on membership)

**5.** Where incomplete applications are received parents will be asked to give the following information on the supplementary form:

* Names of any older brothers/sisters in the school at the time of admission.
* Baptismal status.
* The Name, Address and telephone number of the priest / minister / faith leader who will be able to confirm baptism.

**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 a straight line from the centre of the front door of the child’s home address (including flats) to the main entrance of the school, (Temple Park Road) using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority.

**Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

**Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

**Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

**Application Information**

Places will be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 1st March 2016.