****

**St Wilfrid’s RC College**

**Admissions Policy**

**2017 – 2018**

**ADMISSIONS POLICY FOR**

**St. Wilfrid’s R C College in South Tyneside 2017 – 2018**

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 2017 is 195.

The feeder primary schools are:

**St. Gregory’s, South Shields**

**St. Bede’s, South Shields**

**Ss Peter and Paul’s, South Shields**

**St. Oswald’s, South Shields**

**St. Bede’s, Jarrow**

**St. Mary’s, Jarrow**

The parishes served by the feeder schools 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.

**Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

**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.

First priority in each category will be given to children who will have an older sibling attending the school in September 2017.

1. Looked after and previously looked after children (see notes 2&3)

2. Catholic children who attend a feeder primary school (see note 4)

3. Other Catholic children (see note 4)

1. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made. (see note 13)

5. Catechumens and members of an Eastern Christian Church (see notes 5&6)

6. Children of other Christian denominations (see note 7)

7. Children of other faiths (see note 8)

8. Any 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**

**NOTES AND DEFINITIONS**

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. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. 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):

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child’s special guardian or guardians.

1. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
2. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
3. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
4. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
6. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
7. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
8. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent’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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
9. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

1. A **member of staff** includes all school staff who are under the direct employment of the governing body of the school.

**This policy should be read in conjunction with the local authority’s admission guidance for parents.**

**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 Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, (Temple Park Road) using South Tyneside Council’s Geographic Information System (GIS), with those living closer to the school receiving the higher priority.

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 in a public place and supervised by a person independent of the school.

**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. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate until the end of the Autumn term. Inclusion on the school’s waiting list does not mean that a place will eventually become available.

**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.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of 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 of the school. 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 who has 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.

**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 locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

**False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

**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. Applications should be made to School Admissions:

Town Hall & Civic Offices,

Westoe Road

South Shields

Tyne & Wear

NE33 2RL

0191 424 7706

[school.admissions@southtyneside.gov.uk](mailto:school.admissions@southtyneside.gov.uk) .

Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).