

ST ANNE'S CATHOLIC SCHOOL AND SIXTH FORM COLLEGE

ADMISSIONS POLICY 2019-2020

PREAMBLE:

St Anne's is an 11-18 Catholic School and Sixth Form College and became a converter Academy in 2012. The Academy is in the trusteeship of the La Sainte Union Religious Congregation and is situated in the Catholic Diocese of Portsmouth.

St Anne's draws applications from a wide geographical area covering the New Forest, Southampton, Eastleigh, Winchester, Fareham, the Isle of Wight and beyond.

St Anne's is a Catholic school committed to teaching the Christian faith and to providing an excellent education for all the girls in our care, founded on the Gospel values of Jesus Christ. By seeking a place for their daughter at St Anne's, parents commit to supporting the Catholic ethos of the school and confirm they wish their daughter to have a Christian education celebrating Gospel values.

We do not expect everyone to be a practising Christian but we do expect the Catholic ethos of the school to be respected and supported. By applying to St Anne's, practising Christians and other girls receiving a Christian education at primary school can continue their Christian education in an 11 to 18 environment; an education within which girls of other faiths and of no faith are fully included. We are an inclusive school united by our shared values and not divided by our differences.

The Governing Body is responsible for admissions and they have determined the policy. All parents have the right to apply and be considered for a place for their daughter at St Anne's school.

The published admission number (PAN) for 2019-2020 for Year 7 is 200.

ADMISSIONS POLICY 2019-2020

The Governing Body of St Anne's will admit 200 girls to Year 7 in 2019-2020.

The Governors consider all applications received by the deadline simultaneously according to the criteria below. All applicants applying under criteria 1, 2, 4, 5, 8, 9 or 11 need to complete the Supplementary Information Form (SIF). We expect all SIF to be submitted by 31st October 2018. If a completed SIF is not submitted when requested, governors can only consider the application on the information in the Common Application Form (CAF). For all of the following criteria please see below for full definitions and evidence required.

Category number	Category description	SIF required
1	Looked After or Previously Looked After Baptised Catholic girls.	Yes
2	Baptised Catholic girls.	Yes
3	Looked After or Previously Looked After girls.	No
4	Up to 20 places for girls showing an aptitude for music.	Yes
5	Girls who are members of another Christian Denomination.	Yes
6	Girls who have a sibling already on roll at the time of application.	No
7	Girls who attend a named Catholic primary school at the time of application.	No
8	Girls of staff at St Anne's.	Yes
9	Unbaptised girls with at least one parent who is a Baptised Catholic (Heritage Catholics).	Yes
10	Girls who attend a named primary school with a strong Christian foundation at time of application.	No
11	Girls of other Faith traditions.	Yes
12	Girls who do not fall in to any of the above categories.	No

OVERSUBSCRIPTION:

Applications within each criterion will be given priority in the following order:

- Girls with siblings attending the school at the time of application (see "sibling" under definitions).
- Girls attending named Catholic primary schools or named schools with a strong Christian foundation (see below for a list of schools).
- Girls living nearest the school. (See "distance" under definitions).
- The distance category will also be used to further distinguish between applicants within the same category.

In the instance where the distance is the same for both applicants and only one place is available the tiebreaker will be an independent random allocation supervised by the LA.

NOTES AND DEFINITIONS:

LOOKED AFTER CHILD (LAC) AND PREVIOUSLY LOOKED AFTER CHILD:

'A looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any 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 function (e.g. child with foster parents) at the time of making an application to a school.

'Previously looked after children' are children who were looked after, but ceased to be so 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 became subject to a child arrangements order 18 or special guardianship order 19).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

CATHOLIC: For the purposes of these admissions arrangements, Catholic means a baptised member of a church in communion with the See of Rome or a person received into the Catholic Church evidenced by a certificate of baptism/evidence of reception into the Catholic Church, or statement from the parish in which the reception took place.

AN APTITUDE FOR MUSIC: The aptitude test is based entirely on responses to aural tests and does not require any knowledge of music theory or previous musical knowledge. The test consists of four main types of questions namely pitch, melody, texture and rhythm. If the candidate misses the test, a medical certificate will be required for any requests for a late test. Please see the school website (policies) for details of the test.

MEMBERS OF ANOTHER CHRISTIAN DENOMINATION: Members of a church that is a member of Churches Together in England (website www.cte.org.uk), CYTUN, Evangelical Alliance or Vineyard Churches UK and Ireland. Girls need either;

- i) a letter confirming membership of their Christian denomination signed and dated by the appropriate minister: the letter must be on headed paper and should be returned to the school at the same time as the SIF **or**
- ii) a certificate of baptism/christening certificate from the church-this should be returned to the school at the same time as the SIF.

SIBLING: Sibling refers to sister/brother, half-sister/half-brother, adopted sister/adopted brother, step sister/step brother, foster sister or foster brother or the child of the parent's/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. A girl is considered to have a sibling connection, for the purposes of the School's Admission Criteria, if their sibling is on roll at St Anne's School/Sixth Form at the date of application.

NAMED CATHOLIC PRIMARY SCHOOLS: These schools are our Catholic Cluster Primary Schools and two schools within travelling distance to St Anne's:

Specifically; Holy Family Catholic Primary School Southampton, Springhill Catholic Primary School Southampton, St Anthony's Catholic Primary School Fareham, St Jude's Catholic Primary School Fareham, St Patrick's Catholic Primary School Southampton, St Peter's Catholic Primary School Winchester, St Swithun Wells Catholic Primary School Chandlers Ford, Our Lady and St Joseph Catholic Primary School Lymington.

GIRLS (CHILDREN) OF STAFF AT ST ANNE'S: The criteria for the category of girls of staff at St Anne's is as follows:

- i) The member of staff has been employed at the school for two or more years at the time at which the application to the school is made, **or**
- ii) Has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

NAMED PRIMARY SCHOOLS WITH A STRONG CHRISTIAN FOUNDATION: These are schools with whom we have a relationship of outreach and transition and who share our Christian ethos.

Specifically: Brockenhurst Church of England Primary School; Freemantle Church of England Community Academy; Highfield Church of England Primary School; Durley Church of England (Controlled) Primary School; Nursling Church of England Primary School; Rownhams St John's Church of England Primary School.

GIRLS OF OTHER FAITH TRADITIONS: Girls need a letter confirming membership of their Faith community signed and dated by the appropriate religious leader. The letter must be on headed paper and should be returned to the school at the same time as the SIF.

DISTANCE: Distances will be measured by the shortest walking route from the front door of the girl's house or block of flats to the closest official entrance at St Anne's using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

ADMISSION OF TWINS, TRIPLETS, OTHER CHILDREN OF MULTIPLE BIRTHS and SAME ACADEMIC YEAR SIBLINGS: Where fewer places within a category can be offered than there are, the Governing Body has the discretion to treat this as an exceptional case and may admit girls from multiple births or same academic year siblings living at a single address, in order not to split the family.

GIRLS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP): Girls who have an Education, Health and Care Plan which names St Anne's Catholic School, Southampton in Part 4 of the Statement, will be awarded a place. They will count towards the Published Admission Number.

PARENT: A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

WAITING LIST: After the initial allocation of all available places, the Governing Body will maintain a waiting list of applicants. The waiting list is open until the 31st December 2019. Applicants will be placed on this list in the same order of priority as specified in the criteria enumerated above and places will be offered in that sequence as and when they become available. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Should a vacancy occur it will be offered in strict order of priority, and will be held open for a maximum period of ten days from the date of offer.

Pupils who are LAC, previously LAC, those with an EHCP*(see definition above) and those allocated a place at the school through the Fair Access Protocol, take precedence over those on the waiting list.

IN YEAR FAIR ACCESS PROTOCOL: St Anne's School participates in the agreed Local Authority Fair Access Protocol for all admissions outside of the usual admissions process.

PROCESS FOR MAKING AN APPLICATION: Parents will need to apply for a secondary school place via the Admissions online application system relevant to their Local Authority. Parents will receive instructions on how to apply directly from their Local Authority.

Parents are strongly encouraged to use the online application system.

For girls resident in Southampton Local Authority:

<https://www.southampton.gov.uk/schools-learning/find-school/apply-school/>

For girls resident in Hampshire Local Authority:

<https://www.hants.gov.uk/educationandlearning/admissions>

In addition to the online application, if parents/carers are applying under criteria 1, 2, 4, 5, 8, 9 or 11, they need to complete a separate supplementary information form (SIF) to provide additional information. The additional information on this form assists governors in placing applications in the correct oversubscription category. If no supplementary information form is submitted, governors can only rank the application on the basis of the information contained in the on line application. The supplementary information form is also available online and should be returned to St Anne's Catholic School.

Parents will be notified by the LA of an offer of a place
on behalf of the Governing Body in March 2019.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's Coordinated Admissions Scheme.

RIGHT OF APPEAL

In accordance with Section 94 of the School Standards and Framework Act 1998, parents whose child is refused a place have a right of appeal. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons and you have the right of appeal to an independent appeal panel.

APPLICATIONS OUT OF THE MAIN ADMISSIONS ROUND

Applications out of the main admissions round will be processed by the Governors of St Anne's Catholic School as its own Admissions Authority. Parents should in the first instance contact the Admissions Officer at the school. Documentation will be sent to the parent including the SIF which should be completed if an application is being sought under criteria 1, 2, 5, 8, 9 or 11. The Governors will consider such admissions using the criteria set out above. If a completed SIF is not submitted, applicants will be automatically placed in category 12. Documents will also be available on the school website.

Proof of address will be required for all direct applications made to the school and not via the Local Authority. Direct applications made to the school will not be processed without the above information.

There is no musical aptitude criterion (4) for applications out of the main admissions round nor can applicants apply under criteria 7 or 10 as these criteria relate to being on roll at a primary school at the time of application.

WAITING LIST: When a year group is full, applications outside of the main admission round, will be placed on a waiting list. The waiting list is open until the 27th July 2020. Applicants will be placed on this list in the same order of priority as specified in the criteria enumerated above and places will be offered in that sequence as and when they become available. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Should a vacancy occur it will be offered in strict order of priority, and will be held open for a maximum period of ten days from the date of offer.

Pupils who are LAC, previously LAC, those with an EHCP*(see definition above) and those allocated a place at the school through the Fair Access Protocol, take precedence over those on the waiting list.

ADMISSION 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 gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

If parents wish to seek a place for their child outside of the normal age group, they should submit a request in writing to the school as early as possible. The school will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social and emotional development, where relevant, the child's medical history and the view of a medical professional; whether they have been previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher of the school will also be taken into account.

SIXTH FORM

There is a separate policy for entrance to the Sixth Form.

APPROVED BY GOVERNORS ON 25th JANUARY 2018