

# Convent of Jesus and Mary Language College

## Admissions Policy 2018 – 2019



*With God's grace, we excel and lead*

The Convent of Jesus and Mary Language College is an All Girls' Voluntary Aided 11-18 Comprehensive School. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ. The governors secured academy status in April 2012. The school is a converter academy. This status brings with it various freedoms.

Girls will be admitted at age 11 regardless of ability or aptitude. Whenever there are more applicants than places, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy the Applicant refers to you the parent/carer applying for the place and Candidate refers to the girl for whom the application is being made.

As a Catholic school we aim to provide a Catholic education for all our girls. Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all the families in the school. All applicants and candidates are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for applications to this school and intends to admit the Published Admission Number (PAN) of 180 girls to Year 7 in September 2018. Priority will always be given to Catholic applicants.

In light of the above the Governors will have regard to the oversubscription criteria where there are more applications for places than the number of places available:

### **Over-subscription Criteria:**

Where the number of applications exceeds the admissions number offers of places are made up using the following criteria in order of priority:

1. Catholic 'looked after' children and previously 'looked after' children who have been adopted, or made subject to child arrangement orders, or special guardianship orders.
2. **Baptised** Catholic children with a Certificate of Catholic Practice. Within this criterion the following order of preference will be applied:
  - a. The presence of a sibling in the school at the time of admission.
  - b. The proximity of the child's home to school.
3. Other baptised Catholic applicants.
4. Other 'looked after' children and previously 'looked after' children who have been adopted, or made subject to child arrangement orders, or special guardianship orders.
5. Other children who will have a sibling at the school at the time of admission.
6. Those preparing for the sacraments of Baptism and Holy Communion with the Catholic Church (Catechumens).
7. Pupils from committed Christian families whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

8. Pupils from other faith background whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
9. All other applicants.

Where the offer of places to all applicants in any of the above categories would lead to oversubscription, priority is given to those with a sibling attending the school at the time of admission, or in the case of siblings in Year 11, those who are expected to be in attendance at the time of admission. The term 'siblings' includes step and half-siblings. A child who is legally adopted and living in the same household would be considered as a sibling. Where the final place is offered to a child who has a twin, triplets or children from multiple births applying for a place in the same school year, it will be the policy of the school not to separate them even if this means temporarily exceeding the published admission number to ensure that policy is achieved.

### **Social/Medical Needs**

The governors will increase to top priority an applicant within a category where compelling evidence is provided at the time of application of exceptional circumstance, or a medical or a pastoral need of the girl which can only be met at this school. This evidence must consist of letters/reports from an appropriate professional e.g. Parish priest, head teacher, doctor, consultant or social worker.

### **Distance Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places up to the admissions number (180) will be offered to those living nearest to the school. (Distance will be measured (in a straight line) from the front door of the child's home (the address at which the child resides for 50% or more of the school week) (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. In the case of a number of addresses in a block with the same geographical reference, priority will be given to those nearest to the main entrance of the block. In the previous 4 years the tie-break has been invoked at criterion 3.

### **Multiple Births**

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If there are insufficient places available and one twin/sibling is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

## **Application Procedure**

All applicants **must** complete the Local Authority **e-admissions application form** and should also complete a **Convent of Jesus and Mary Language College Supplementary Information Form (SIF)**.

- The **e-admissions application form** is available on the website of the local authority in which the family is resident.
- The **SIF** is supplied in the application pack and from the Local Authority on request. (The **SIF** needs to be completed by those applying under criteria 1 to 8).
- The **e-admissions application form** and the **SIF** are also obtainable from your local authority and are available online.
- The **e-admissions application form** must be completed and submitted to the local authority by **31st October 2017**.
- The **SIF** should be completed and returned to the school by **31st October 2017**.

If you do not complete both the **e-admissions application form** and the **SIF** by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applications for **Criterion 1** must be accompanied by written proof of the child's status from the appropriate authority.

Applications for **Criterion 2 or 3** should also provide the school with a copy of the child's baptismal Certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case.

Those applying under **Criterion 2** should obtain a **Certificate of Catholic Practice** from the priest at the parish where the family normally worships or from the diocesan website [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, for parents) The priest will not sign the form if he does not know the family.

### **Outcome of your application**

You will receive, in writing, the outcome of your application on or shortly after the 1<sup>st</sup> March 2017. The local authority will write to you on behalf of the governing body if you applied on paper and for those who applied on line the information will also be available online. You should indicate your acceptance of the place as soon as possible. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place.

### **Pupils with an Education, Health and Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with an EHC Plan naming this school will be admitted.

### **Change of details**

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School immediately. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has already started at the School.

### **Fair Access**

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **Appeals**

Parents have the right of appeal to an Independent Appeal Panel against a decision not to admit a child. Parents wishing to exercise their right of appeal should write to the Chair of Governors at the school as soon as possible following receipt of the letter informing them that a place is not available. They will then be sent an Appeal Form to complete setting down the reasons for their appeal. Parents will be given the date when the Independent Appeal Panel will meet and hear their appeal and they will have the right to attend. Parents may be represented if they so choose. Appeals should have been received by the Chair of Governors by 28<sup>th</sup> April 2017.

### **Waiting List**

Unsuccessful candidates will be offered the opportunity to remain on a waiting list. This will be maintained in accordance with the published admission criteria for the school. The waiting list will be closed at the end of each academic year for which admission is sought. As vacancies arise, pupils will be admitted from the list in accordance with the oversubscription criteria above. It is important to note that because of this, applications received after the allocation of places may take priority over those already on the waiting list.

### **In-Year Admissions**

In-Year Applications are made directly to the school. If a place is available and there is no waiting list then the school will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children].

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body re-rank the list and the Governors will inform parents whether or not a place is to be offered.

### **Admission to the Sixth-Form**

The Sixth Form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the Sixth Form of the school for both internal and external applicants will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. The capacity of the Sixth form for 2018 – 2019 will be 180.

## Terms used in Admissions Policy:

### ***Parent***

The term 'parent' is the person or persons who have legal responsibility for the child.

### ***Looked after child***

The term 'looked after child' has the same meaning as in s.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

### ***Adopted***

For the purposes of this policy, an 'adopted' child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

### ***Child Arrangements Order***

A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

### ***Children Educated outside of their chronological age group***

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Applications should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### ***Special Guardianship Order***

A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

### ***Candidate***

The child on whose behalf and application is being made.

### ***Applicant***

The parents and/or legal guardians submitting an application for a place on behalf of a child or a young person of 16 years or over submitting their own application.

### ***Catholic***

The term Catholic in the policy means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome.

### ***Certificate of Catholic Practice***

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This Certificate is available from the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

### ***Catechumen***

A member of the catechumenate of a Catholic church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.

***Sibling***

A brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and sisters, who live at the same home as the child.

***Christian Applicants***

A member of one of the Churches that belongs to “Churches Together in Britain and Ireland.