

## **ADMISSIONS POLICY**

### **Governors' Admissions Policy for Saint George Catholic Voluntary Aided College, Southampton, for entries in September 2018**

St. George is in the trusteeship of the Roman Catholic Diocese of Portsmouth and maintained by Southampton City Council Local Authority.

The Governing Body of the College is responsible for all admissions of pupils and it has determined the following admissions policy:

- The Governing Body has an approved PAN of 150 pupils to **Year 7 in 2018-2019**.
- Should there be more applications than places available, pupils will be admitted by category in the following order of priority:
  - 1) Catholic looked after children and previously looked after Catholic children.
  - 2) Baptised Catholic children.
  - 3) Other looked after and previously looked after children.
  - 4) All other pupils who attend a named feeder Catholic Primary School (see notes and definitions section).
  - 5) Pupils of other Christian denominations.
  - 6) Pupils of other faiths.
  - 7) All other pupils who do not fall within the above categories.

The following order of priorities will be used when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

1. Siblings refers to brother or sister, half-brother or half-sister, adopted brother or sister or child of the parent's/carer's partner when the child for whom the College place is sought is living in the same family unit as the same address as that sibling. The sibling will need to be on roll at the time of the admission of the applicant. Under these circumstances the child with a sibling so defined, for whom the College place is sought, would have this first priority.
2. Distance from Home to College to be measured in a straight line from the centre points of the child's residence to the College entrance gates by Southampton City Council's computerised mapping system (GIS). The child with the shortest straight line distance by this measure will be awarded the place. Where two applicants cannot be separated by the distance measurement, random allocation, supervised by the LA, will be used.

### **EVIDENCE REQUIRED WITH APPLICATION**

- All applicants in categories 1 and 2 will be required to present a baptismal certificate with their application, or written confirmation from a priest on headed paper that the applicant has been received into the Catholic Church.
- All applicants applying for a place at the college as a member of another Christian Denomination or another faith, will need to provide a letter confirming membership of that Christian denomination or faith that has been signed by the appropriate minister of religion or faith leader. The letter should be provided at the same time that the form is returned to the college. The letter must be on headed paper.

## NOTES AND DEFINITIONS:

- Named feeder Catholic Primary Schools are: Holy Family Catholic Primary School Southampton, St Anthony's Catholic Primary School Titchfield Common, St Swithun Wells Catholic Primary School Chandlers Ford, Springhill Catholic Primary School Southampton, St Patrick's Catholic Primary School Southampton and St Peter's Catholic Primary School Winchester. This definition will apply if the college is oversubscribed by Catholics.
- '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<sup>18</sup> or special guardianship order<sup>19</sup>. 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).
- For the purpose of these admissions arrangements, a Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.
- Other Christian Churches – Churches which are members of "Churches Together in England". A list of member churches can be found at [www.cte.org.uk](http://www.cte.org.uk)
- Where fewer places can be offered within a particular category when there are pupils from multiple births, the Governors will exercise their discretion to treat this as an exceptional case and admit such pupils so as not to split the family.
- Students who have statements of Special Educational Needs which name St George Catholic VA College in Part 4 of the Statement or an Educational Health and Care Plan (ECHIP) will be given a place. They will count towards the Student Admission Number.

## PROCEDURE FOR MAKING AN APPLICATION

All applications must be made, preferably online, to the Local Authority in which the child lives. Southampton's Admissions Website is [www.southampton.gov.uk/onlineadmissions](http://www.southampton.gov.uk/onlineadmissions) and Hampshire's Admissions Website is [www3.hants.gov.uk/education/admissions.htm](http://www3.hants.gov.uk/education/admissions.htm). If you cannot make an online application you can apply to your Local Authority for a paper Common Application Form. Parents will receive information on this process from their Local Authority.

Enclosed with this Governors' Admission Policy document is a Supplementary Information Form (SIF), which you are requested to complete. The SIF provides governors with information, which enables them to place your application in the correct category.

Parents will be notified of the outcome of the application on **1<sup>st</sup> March 2018**. The Local Authority will notify parents on behalf of the governing body.

## LATE APPLICATIONS

The Local Authority and the Governing Body will only accept late applications and treat them as applications received by the closing date if they are late for a good reason. Good reasons include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; the parent(s) or child has just moved into the Local Authority's area, or a family returning from abroad. Any such circumstances will be considered and each case decided on its own merits.

Any such applications will need to be received by 15<sup>th</sup> January 2018 to be considered alongside applications received earlier.

Late Applications submitted without good reason and those received after 15th January 2018 will be considered after all on time applications have been dealt with.

## **IN-YEAR ADMISSIONS**

All In-Year admissions must be made to the College direct. A Supplementary Information Form (SIF) can be requested from St George Catholic VA College office or obtained via the College website and returned to St George with any necessary supporting evidence.

## **FAIR ACCESS PROTOCOL**

As its own admissions authority, applications must be made direct to the College. The College also subscribes to the Southampton City Council's Fair Access Protocol which allocates hard to place students into secondary schools. A panel sits regularly to review these cases and makes recommendations as to which school the student should attend. Those allocated a place at St George in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

## **WAITING LIST**

A waiting list will be maintained by St George Catholic Voluntary Aided College and all unsuccessful candidates will automatically be placed on the waiting list unless a parent or a guardian requests otherwise. The list will be ranked according to the Admission Policy set out above. Looked after and previously looked after children must take appropriate precedence over those on the waiting list. An applicant's position on the waiting list can change because the list will be re-ranked every time a fresh application is received. The waiting list will be held only until 31<sup>st</sup> December 2018.

## **ADMISSION OF OUT OF NORMAL AGE GROUP STUDENTS**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. This can be done by writing to the school giving reasons for the request.

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). The Admissions Committee must make decisions on the basis of the circumstances of each case and in the best interest of the child concerned along with the account and views of the Headteacher. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **RIGHT OF APPEAL**

In the case of a refusal a written explanation will be sent to the parents. Parents have the right to appeal to an independent panel against a decision not to offer a place to their child.

Any parents wishing to appeal against a decision by the Governors may do so by contacting the College office for the appropriate form. The forms should be returned to the Clerk to the Governing Body at the College.

The Admissions Policy is reviewed annually and applies to the academic year identified in the top of the document.

This policy relating to the September 2018 admission was agreed by the Governing Body on 6<sup>th</sup> December 2016 and determined by the Governing Body on 7<sup>th</sup> February 2017.

**Supplementary Information Form (SIF)  
St George Catholic VA College  
September 2018 Entry**

Parent/Guardian name:.....

Address:.....

.....

..... Post Code:.....

Telephone Number:..... Email:.....

If you are expressing a preference for a place at a Catholic school and wish to apply under faith criteria, you should complete the Supplementary Information Form.

- This completed Supplementary Information Form, together with all supporting documentation (see notes in section **EVIDENCE REQUIRED WITH APPLICATION** in the Admissions Policy) **should be returned to the College** by the closing date indicated below.
- If you are applying to more than one Catholic School you will need to complete a separate Supplementary Information Form for each school.
- **If you do not complete this form and return it to the College, with all supporting documentation, by the closing date, your child will not be placed in the appropriate faith criteria and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Child's Surname:..... Male/Female

Child's Forename:..... Date of Birth: .....

Current Primary School:.....

**NOTE: When completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending St George Catholic VA College at the proposed time of admission. If this information is not provided the admissions authority of the College may not be able to place the application in the correct criteria.**

Please tick all boxes that apply to your application and be sure to provide the necessary evidence to accompany your completed application:

Admissions Policy Criteria	Please tick:
1. Catholic looked after children and previously looked after Catholic children	
2. Baptised Catholic children	
3. Other looked after and previously looked after children	
4. All other pupils who attend a named feeder Catholic Primary School (see notes and definitions section)	
5. Pupils of other Christian denominations	
6. Pupils of other faiths	
7. All other pupils who do not fall within the above categories	

Signature of parent/guardian: ..... Date: .....

**When completed this form must be returned with the relevant evidence to:**

**St George Catholic VA College Admissions  
Leaside Way  
Southampton  
Hampshire  
SO16 3DQ**

If you have any questions about this form please contact us by phone on 02380 322603 or by email at [info@stgcc.co.uk](mailto:info@stgcc.co.uk)

**Please return by the closing date 31<sup>st</sup> October 2017**