

## Admissions Criteria for Hagley Catholic High School for September 2010

The Admission Policy of the Governors of Hagley Catholic High School is part of Worcestershire County Council LA co-ordinated scheme.

The School's Admission number for the school year commencing September 2010 is 168.

The school was founded by the Catholic Church to provide education for children of Catholic families. 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 have agreed that a maximum of 168 children will be admitted to Year 7. If there are more than 168 applications then the criteria published below will be applied to all applications.

### Criteria In Priority Order

- 1/ **Catholic children** who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
- 2/ **Catholic Siblings.**
- 3/ **Catholic children** who currently attend St Ambrose Kidderminster, St Wulstan's Stourport on Severn, St. Josephs Stourbridge, Our Lady & St Kenelm's Halesowen, St Mary's Brierley Hill and Our Lady of Fatima Quinton.  
Families without the support of their **Parish Priest** will be placed in Criteria 5.
- 4/ Other **Catholic children** who have the support of their **Parish Priest**.  
Families without the support of their **Parish Priest** will be placed in category 5.
- 5/ **Catholic children** who do not have the support of their **Parish Priest**.
- 6/ Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
- 7/ Non-Catholic siblings.
- 8/ Other children attending a named school in Criteria 3 above.
- 9/ Other children whose parents wish them to be educated in a **Catholic school**.

In the event of over subscription within a category, the **Governors** will give priority to **children** living closest to the school determined by using purchased software, measuring the shortest straight line from the school entrance to home entrance (see Note 5 overleaf). In the case of equal distance applications, the Governors will exceed the PAN and admit all the children of equal distance. In the case of only one place available for multiple births the governors will exceed the PAN and admit all of the children from the multiple birth. The governors will revert to the PAN as and when places become available.

Those children not allocated a place can request to go on a waiting list, this will remain in operation until the end of August 2011 after which time parents/carers must advise the School's Admissions Secretary if they wish their child to remain on the waiting list. Parents/carers cannot re-apply within a 12 month period (from receipt of the original application form) unless there has been a change of circumstances. The waiting list will be kept in admission criteria order.

This publication is available in alternative formats such as audio, large type and Braille. If you require an alternative format please contact the School's Admissions Secretary.

Definitions:

**Catholic child** A Baptised Catholic is one who either:

Has been baptised into full communion (Cf. Catechism of the Catholic Church 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Roman Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Canonical proof of this baptism can be given by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of baptised Christians into the Full Communion of the Catholic Church. Canonical proof of their baptism and reception into full communion with the Catholic Church can be given by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Catholic children without a Baptismal Certificate will be placed in criteria 8 or 9 accordingly.

**Parish Priest** means Parish Priest, Minister of Religion, Leader of a publicly recognised Faith or denomination

**Governors** means the Governing Body of Hagley Catholic High School

**Sibling** for admission purposes, a sibling is:

- A brother or sister sharing the same parents;
- A half-brother or half-sister, where two children share one common parent;
- A step-brother or step-sister, where two children are related by a parent's marriage;
- A child/or children adopted or fostered by the parent(s) of the applicant and living at the same address as the applicant.

This definition requires the sibling to still be on role at the time of admission into the school.

Wherever these terms appear in this document they shall be interpreted according to the definitions above.

## **Notes**

### **Note 1**

Children with a statement of Special Educational Need that names the school must be considered for admission without reference to the Governors Criteria. This will reduce the number of places available to applicants.

### **Note 2**

It is the parent's responsibility to complete and return to the LA the LA application form by the closing date (6th November 2009). A supplementary form (available from the Admissions Secretary at Hagley Catholic High School) must also be completed and returned to the school and include the signature and/or stamp of the Parish Priest confirming their support. Supplementary forms only need be completed by applicants outside of Worcestershire LA. Failure to do so will place the application in criterion 5. The LA for the child's home address will advise parents on behalf of the Governors, on 1st March 2010, of the outcome of their application. Applications received after the closing date will only be considered after the initial allocation of places, they will then be reconsidered in accordance with the admission criteria. Applications received after the closing date will only be considered alongside on time applications if received by Friday 29<sup>th</sup> January 2010 under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms OR
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form

### **Note 3**

Parents who wish to appeal against the decision of the Governors to refuse their child a place may apply in writing to the School's Admissions Secretary, stating the reason for the appeal. The letter should be forwarded within 14 days of the date of notification that a place has been refused. Appeals will be heard by an independent Appeals Panel whose decision will be binding on all parties.

### **Note 4**

Copies of the Baptism Certificate should be available through the current **Parish Priest** of the church of baptism.

### **Note 5**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place. Documentary evidence may be required.

### **Applications other than the normal intake to Year 7**

Applications forms are available from the Admissions Secretary at the school. Applications should be made to the Local Authority who will consult with the Governors.

The school have adopted the "Fair Access Protocol", copy of which is available on the school web site.

## **Criteria for Admission for Hagley Catholic High School Sixth Form**

### **For Admission from September 2010**

Hagley Catholic High School is a Voluntary Aided School and therefore the Governing Body acts as its own admissions forum.

The Governors of Hagley Catholic High School are pleased to accept applications to the Sixth Form from students of all denominations and faiths.

The Governors have agreed that 30 external Level 3 students will be admitted into Year 12. The criteria published below will be applied in order to all applications.

#### **For students who wish to be admitted to study Level 3 – AS & A-level courses:**

1. Year 11 students from Hagley Catholic High School achieving 5 or more G.C.S.Es at grades A\* - C or the equivalent.
2. Students from any other school achieving 5 or more G.C.S.Es at grades A\* - C or the equivalent.
3. Overseas students whose academic profile is deemed to be equivalent to 5 or more subjects at A\* - C G.C.S.E. level.
4. Students either from Hagley Catholic High School or external schools who do not achieve 5 subjects at grades A\* - C at G.C.S.E. level but request admittance on the grounds of special consideration.

Where applications for admission exceed the number of places available, the criteria will be applied in order of priority as set out above.

***Applications within criterion 4 will be considered by the Headteacher and Head of Sixth Form with advice from the Chair (or a representative) of the Governors Pupil Affairs Committee.***

#### **For students who wish to be admitted to study Level 1 or 2 courses delivered through the ContinU Partnership they must satisfy the following condition:**

Students will have achieved 5 or more G.C.S.Es at grades A\* - G at or the equivalent and have a Key Stage 4 record of attendance that suggests they have a realistic chance of completing the course (at least 85%).

Applications from external applicants must be supported with either a reference or a Year 11 Report.

All applicants, both internal and external, and their parents must be willing to sign and abide by the terms of the Governors' Requirements and the Sixth Form Learning Agreement.

The school will make conditional allocations for places in the Sixth Form during the academic year before the start of the course. Following the publications of the GCSE results in August the school will be able to confirm places to successful applicants.

Admission criteria for Sixth Form applications are available in the sixth form prospectus. Additional copies can be requested from the Admissions Secretary.

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