

# St Mary's CE High School

## ADMISSION POLICY 2017/2018



St Mary's CE High School has Academy status, and it is the School Governors who decide who will be admitted to the School. It is a co-educational, multi-cultural school with a strong ethos of inclusion and a Christian character.

### Applications

The Governors will admit 240 students to Year 7 each September. UP to 60% of school places will be faith based as the Governors wish to protect the Christian character and Christian ethos. However, the Governors warmly welcome applications from families of Christian or other faiths, or of no faith. The faith criteria will only be applied when more than 240 applications are made for admission for one year group.

Priority areas as defined by the Local Authority (LA) for Community Schools do not apply to this Church school. As St Mary's is the only Church of England secondary school in this part of Hertfordshire, we welcome applications from a very wide area. Distance from the School is not a criterion for admission unless the School is over sub-scribed, in which case distance is used as a tiebreaker.

### **ALL APPLICATIONS MUST BE MADE ON THE COMMON APPLICATION FORM FROM THE LOCAL AUTHORITY IN WHICH THE CHILD RESIDES**

St Mary's also require the completion of the Supplementary Information Form (SIF) which once completed should be sent directly to the School c/o the Admissions Officer

In the event of more applications being received than there are places, available, it will be necessary to operate a scheme of allocation. This will be done using the criteria set out in this Policy. Places will be allocated by the Governing Body in the order indicated with up to 60% of places being allocated on the basis of faith.

The Local Authority (Hertfordshire County Council) operates an agreed coordinated admissions scheme. The LA will coordinate the process on behalf of the School according to the scheme published each year. The Governing Body, as the admission authority for St Mary's, will allocate the available places in line with this policy. However, offers will be made by the Local Authority in which the child lives.

Should there be over-subscription within any one admission category, then the priority ranking in that category will be the distance from the School to the home. A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

The School co-operates with the Local Authority's Fair Access Policy for children who are hard to place.

The School's in-year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in-year coordination. The Governing Body remains responsible for the allocation of all places in accordance with the School's published admission rules but all applications for, and allocations to, the School must be made via a child's home authority.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Hertfordshire parents/carers wishing to appeal who applied on-line should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's online application system, please contact the Customer Service centre on 0300 123 4043 to request an appeal pack. For in year applications – parents/carers wishing to appeal should contact the School directly in the first instance.

## Application Closing Date

The closing date for admissions application forms to be received by the Local Authority in which the child lives is as advertised by that Authority (31st October 2016 for Hertfordshire). Information on completing the on-line application and dates for notification of admission decisions are published in the LA admissions literature, which is also available from the LA website.

The School operates a continuing interest list and a request to be added to that list needs to be made in writing to the Head Teacher at the school address and confirmed monthly. This continuing interest list will be reviewed by the governors at the end of each academic year.

Each admission authority must maintain a clear, fair and objective waiting list until at least 31 December of each school year of admission, stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria.

## The Over-subscription Criteria

Before any other children are admitted, a child with a statement of special educational needs or Education, Health and Care Plans that names the School will be admitted.

In the event of more applications being received than there are places available, places will be allocated by the Governing Body in the order indicated.

- i. Children looked after or previously looked after (children who ceased to be looked after because they were adopted or became subject to child arrangements or special guardianship order). The School uses HCCs published definitions for this criteria, as outlined in Note A at the end of this document.
- ii. Children for whom it can be demonstrated that they have a particular medical or social need to go to the School.

*In common with most Admission Authorities, the Governors will give prior attention to children whose parent(s)/carer(s) can prove to the satisfaction of Governors, that they have a particular medical or social reason why they must attend St Mary's and this request is supported by a Social Worker, Attendance Improvement Officer, Doctor or similar professional. Admission under this category will be limited to those who provide proof of their claim and provided that the needs identified can be met by the existing provision of the School, or by additional provision provided by the Local Authority. Only a very small number of children usually qualify under these conditions.*

- iii. Children of Staff employed by the School (priority will be given to children of staff employed by St Mary's in either or both of the following circumstances: where the member of staff has been employed by the School for two years or more at the time at which the application to school is

made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage).

- iv. Children who have a sibling (brother or sister) in Years 7 to 12 at the School at the time of application. The Governors use the same definition of sibling as the Local Authority\*.

*\*a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\*\* and in every case living permanently# in a placement within the home as part of the family household from Monday to Friday at the time of this application.*

*\*\*children previously looked after are those children adopted or with a special guardianship order or child arrangements orders.*

*# a sibling will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.*

- v. The remaining (residual) places will be allocated within two categories: 60% of the places available will be allocated as Foundation/Faith Places; 40% of the places available will be allocated in the 'Community Places' category. In the event of under-subscription in either category, the remaining places will be given to the other category. Should there be over-subscription within any one priority group the shortest distance from home to school as measured by the County Council's computerised mapping system will be used.

*Note: The School will increase the admission number where to not do this would mean twins or multiple births could not be admitted together.*

- vi. In the event of a tie breaker, where two children live equidistant from the School random allocation will be used which will be overseen by an independent person to ensure fairness.

## **FOUNDATION/FAITH PLACES (60% of the residual places)**

### **F1 Regular worship in the Church of England**

Parents/Carers or children who regularly worship at St Mary the Virgin Church, Cheshunt; St Clements Church, Turnford; Christchurch Church; Waltham Cross or St James Church, Goffs Oak whose attendance is verified by their minister\*. Regular worship means attending at least once a month and for at least the past two years at the closing date for applications. Worship as part of school activities would not be considered sufficient.

### **F2 Regular worship in another recognised Christian Church**

Parents/Carers or children who regularly worship at another Christian Church and whose attendance is verified by their minister\*. Regular worship means attending at least once a month and for at least the past two years at the closing date for applications. A Christian Church is a recognised Anglican Church of another Christian denomination which is a member of the Churches Together in Britain & Ireland, the Evangelical Alliance or Affinity. If a Church is considered not to be recognised, an official of the St Albans Diocese will be consulted and their decision will be final.

### **F3 Regular worship or regular participants in the activities of a non-Christian faith**

Children or parents who regularly take part in the activities of a non-Christian faith and whose participation is confirmed by their appropriate faith leader. Active membership or regular participation in the activities of a non-Christian faith means taking part in faith-sponsored

worship or activities at least once a month and for at least the last two years at the closing date for applications.

**F4 Church Primary School**

Children who attend a Church of England or Roman Catholic Primary School. The child must be on the roll of the Church Primary School at the closing date for receipt of applications and known to the Church.

**F5 Active participation in Church-led activities either in the Church of England or in another recognised Christian Church**

Parents/Carers or children who regularly take part in church-sponsored activities and whose participation is confirmed by their minister\*. Regularly take part in Church sponsored activities means at least once a month and for at least the past two years at the closing date for applications in activities directly organised by the Church.

*\*If there is a vacancy at the Church and no minister is available to support the application, another authorised Church leader will suffice (eg. in the Church of England a Church Warden).*

**COMMUNITY PLACES (40% of the residual places)**

**C1 Church Primary School**

Children who attend a Church of England or Roman Catholic Primary School. The child must be on the roll of the Church Primary School at the closing date for receipt of applications and not necessarily known to the Church.

**C2 Other applicants who indicate on the school application form that they wish for a Church School education for their child**

**C3 Other applicants.**

If you need help to complete the application form, please contact the Admissions Officer on 01992 629124.

Advice is also available for general help concerning admissions by the Local Authority. Contact can be made using the telephone numbers given on their website.

*Note A: Places are allocated to children in public care according to Part 3 of the School Admissions (Admission Arrangements) (England) Regulations 2008. These children will be prioritised under rule 1.*

*Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order.*

*A "child looked after" 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 (Section 22(1) of The Children Act 1989)*

*Adopted - under the terms of the Adoption and Children Act 2002 (Section 46)*

*Residence Order – under the terms of the Children Act 1989, Section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live*

*Special guardianship order – Under 14A of The Children Act 1980, an order appointing one or more individuals to be a child's special guardian or guardians*

*Children in the process of being placed for adoption are classified by law as children looked after, providing there is a Placement Order and the application would be prioritised under Rule 1*