



## St Richard Reynolds Catholic High School Admission Arrangements 2018 - 2019

St Richard Reynolds Catholic High 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. As a Catholic school, 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 families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of applicants who are not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Published Admission Number (PAN) for the school is 150 children. The governing body has sole responsibility for admissions to this school and intends to admit 150 children to Year 7 in September 2018. The school will admit both boys and girls in all year groups.

The oversubscription criteria should be read in conjunction with the notes and definitions below.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

- Category 1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
- Category 2. Baptised Catholic children in the following order:
- a. with a Certificate of Catholic Practice who are resident in the parishes of Our Lady of Loreto and St Winefride, Kew Gardens; Our Lady Queen of Peace, East Sheen; St Edmund of Canterbury, Whitton; St Elizabeth of Portugal, Richmond; St Francis de Sales, Hampton Hill; St James, Twickenham; St Margaret of Scotland, St Margaret's on Thames; St Mary Magdalen, Mortlake; St Osmund, Barnes; St Theodore of Canterbury, Hampton-on-Thames; St Thomas Aquinas, Ham and The Sacred Heart, Teddington;
  - b. who are resident in the parishes listed in subcategory 2a above; and
  - c. who are not resident in the parishes listed in subcategory 2a above.
- Category 3. Other looked after children and children who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately following being looked after.
- Category 4. Other children in the following order:
- a. from Eastern Christian (including Orthodox) Churches and Catechumens;
  - b. from other Children from Other Christian Denominations and Other Faiths; and
  - c. Any other children.

### Additional criteria

- a) Within each category preference will be given in the following order:
- i. **EXCEPTIONAL NEED:** The Governing Body will give top priority within each category, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can most appropriately be met at this school;
  - ii. Secondly where a sibling (see notes) is attending St Richard Reynolds Catholic High School at the time the application is considered; and
  - iii. Thirdly children of a member of staff who has been employed at the College (primary or secondary school) for two or more years at the time at which the application for admission to the school is made.
- b) Where the number of applicants under subcategories 2a or 2b exceeds the number of places available, places will be allocated in the ratio Diocese of Westminster: Diocese of Southwark = 6:4. Applicants within each diocese within each of the two subcategories separately, will be ranked by random allocation.
- c) Where the offer of places in any of the categories or subcategories other than 2a or 2b would still lead to oversubscription, the applicants will be ordered by proximity to the school (See notes below). In the case of equidistance from the school, applicants will be ranked by random allocation.
- d) Whenever applicants need to be ranked by random allocation, an independently supervised drawing of lots will take place. If twins or triplets etc. are competing for one or two remaining places, the school will admit both/all candidates and exceed the Published Admissions Number.

### Application Procedure 2018-2019

All applicants **must** complete an application through the e-admissions system operated by the local authority in which they are resident. The e-admissions application must be submitted to the local authority by **31<sup>st</sup> October 2017**. Paper forms are available from local authorities on request.

Applicants wishing to be considered under category 2 and subcategories 4a and 4b should complete a St Richard Reynolds **Supplementary Information Form (SIF)**. The information on the SIF enables the governing body to assess an application fully against the school's criteria in the event of oversubscription. The SIF should be completed and returned to the school by 31<sup>st</sup> October 2017 (in person or by post) together with all other relevant paperwork required for your application. You can obtain a copy of the school's SIF from the school website at <http://www.strichardreynolds.org.uk> or directly from the school. The school website includes other information on admissions that may be of interest.

If you do not complete the local authority e-admissions or paper form and also, if you are applying under category 2 and subcategories 4a and 4b, the SIF and return them by the closing date, the governing body may be unable to consider your application fully and this could reduce your child's chances of being offered a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applicants wishing to be considered under category 2 and subcategory 4a should also provide the school with a copy of the child's certificate of Baptism (except catechumens who should provide evidence of membership). If the certificate is not available, applicants should indicate in writing the reasons for this being the case. For an application to be considered as in subcategory 2a of the oversubscription criteria, the SIF should be supported by a Certificate of Catholic Practice. A Certificate of Catholic Practice is obtained from the priest of a church where you attend Mass regularly. (Blank Certificates may be found on the Diocese of Westminster website at: <http://rcdow.org.uk/education/governors/admissions/>).

## **Outcomes**

Your home local authority will write to you on behalf of the governing body with the outcome of your application on **1<sup>st</sup> March 2018**.

*Notes (These notes form part of the admissions arrangements)*

## **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 this school named in their EHC Plan will be admitted to the school.

## **Measurement of proximity to the school**

Proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured by Richmond Council using their geographical information system.

## **Certificate of Catholic Practice**

Applicants applying under criterion 2a should submit a Certificate of Catholic Practice by the closing date. The Certificate may be obtained from the priest of a church where you attend Mass regularly. (Blank Certificates are available on the Diocesan website <http://rcdow.org.uk/education/parents/>).

## **Children educated outside their chronological age group**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances (e.g. a child who is being educated outside of their chronological year in their current school). Parents should write to the Chairman of the Governing Body during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. This is to enable a full assessment of the child's educational, social and emotional development and needs.

## **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the governing body and the Diocese for the current school year. The governing body has this power even when admitting the child would mean exceeding the Published Admission Number.

## **In Year Admissions**

Applications for In-Year admissions should be made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the governing body in accordance with the oversubscription criteria set out above. If a request is made for a child to be educated outside of his/her chronologically correct year group, the child, if a place is available, will be admitted to his/her chronologically correct year group so that a full assessment can be made unless the child has been placed outside of his/her chronologically correct year group during his/ her primary education.

## **Right of Appeal**

Unsuccessful applicants may ask the school for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this policy and the applicant will have the right of appeal to an independent panel. Details of the procedure may be obtained from the Clerk to the governing body. Appeals must be made on or before 25<sup>th</sup> May 2018.

## **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names are removed from the list at the end of the summer term in the academic year of entry or one year from the date of application whichever is the later, unless applicants request to remain on the list. When a place becomes available the governing body will determine who is at the top of the list and make an offer of the place accordingly.

## **Change of details**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school and your home local authority immediately. If misleading information is given or allowed to remain on either of your forms, the governing body reserves the right to withdraw the place, even if the child has already started at the school.

## Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

*(These notes form part of the admissions arrangements)*

<b>Candidate</b>	The child on behalf of whom the application is being made. Or a young person of 16 years or over submitting their own application.
<b>Applicants</b>	The parent(s) and/or legal guardian(s) submitting an application for a place on behalf of a candidate. Or a young person of 16 years or over submitting their own application.
<b>Certificate of Catholic Practice</b>	'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests, which may be found at: <a href="http://rcdow.org.uk/education/governors/admissions/">http://rcdow.org.uk/education/governors/admissions/</a>
<b>Catholic</b>	A member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a current Certificate of Catholic Practice demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
<b>Catechumen</b>	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.
<b>Eastern Christian</b>	The Eastern Christian Churches include Orthodox Churches. Membership is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
<b>Children of other Christian denominations</b>	"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
<b>Other faiths</b>	"Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include: <ul style="list-style-type: none"> <li>· A religion which involves belief in more than one God, and</li> <li>· A religion which does not involve belief in a God.</li> </ul> Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
<b>Exceptional Need</b>	To demonstrate an exceptional medical, pastoral or social need, which can most appropriately be met at this school, the governing body will require compelling written evidence at the time of application from an appropriate professional e.g. doctor, priest or social worker.

<b>Looked after children</b>	Looked after and previously looked after children will be considered to be children registered as being in the care of a local authority in accordance with s.22 of the Children Act 1989 e.g. fostered or living in a children's home at the time of application; and children who have left care through adoption immediately before being adopted or subject to a Residence Order or a Special Guardianship Order in accordance with s.46 of the Adoption and Children Act 2002, a child arrangements order in accordance with s.8 Children Act 1989 or a special guardianship order under s.14A Children Act 1989. A Catholic child in this category will have top priority and a non-Catholic child in this category will be given priority over all other non-Catholic children.
<b>Adopted</b>	Adopted means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.
<b>Child Arrangements Order</b>	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.
<b>Special Guardianship Order</b>	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).
<b>Sibling</b>	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 address as the candidate. A sibling relationship does not apply when the older child(ren) will leave the school before the younger one starts.
<b>Family</b>	Those individuals who live at the home address of the candidate.
<b>Home Address</b>	Home address is defined as where the candidate lives for more than 50% of the school week.