DRAFT ADMISSION POLICY 2028-29

St Richard Reynolds Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below except when considering applicants who were admitted to St Richard Reynolds Catholic Primary School under the 'Open Place' category as directed by the Trustees of the 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At 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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Ascension Catholic Academy Trust is the admissions authority and has delegated responsibility for admissions to the governors of the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round 1 (excluding admission to year 12). The governing body has set its admission number at **180** pupils to year 7 and **20** for external applicants to year 12 in the school year which begins in September 2028.

Pupils with an Education, Health and Care Plan (see note 1)
The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria Years 7 - 11
At any time where there are more applications for places than the number of places available, places will be offered in four main categories (1-4 below) in the following

order of priority:

1. Looked after and previously looked after children (see note 2).

2. Children who attend St Richard Reynolds Catholic Primary School, who were admitted to the primary school under the Open Place category.

(1) This is for admission to the school at the start of the school year in September and not for applications made in-year.

3. Baptised Catholic children in the following order:
(a) With a Certificate of Catholic Practice whose home addresses are 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 (see notes 3, 4, 12 and 13 and parish boundary maps).
(b) Whose home addresses are in the parishes listed in category 3(a) above (see notes 3, 12 and 13 below and parish boundary maps on our website).
(c) With a Certificate of Catholic Practice whose home addresses are not in the parishes listed in category 3a above (see notes 3, 4, 12 and 13 below and parish boundary maps on our website).
(d) Other Baptised Catholic children (see note 3).

4. Other children in the following order:
(a) Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
(b) Children of other Christian denominations and Children of other faiths whose membership is evidenced either by a certificate of Baptism or by a minister of religion or other religious leader. (see notes 7 and 8).
(c) Any other children.

Within each of the four main categories (1-4) listed above, the following provisions will be applied in the following order:

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category within which the application is made (see note 11).

(ii) Where a child is attending St Richard Reynolds Catholic Primary School who was **not** admitted to the primary school under the Open Place category.

(iii) The attendance or former attendance of a brother or sister at St Richard Reynolds Catholic High School (which includes the Sixth Form) in the last two years will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above (see note 9).*

(iv) A child(ren) of a member of St Richard Reynolds Catholic College staff who has been employed at the College (Primary or High School) for two or more consecutive years at the time of application.

Tie Break
Where the number of applicants under subcategories 3a, 3b, 3c and 3d exceeds the number of places available, places will be allocated in the ratio:

Diocese of Westminster 6 : Archdiocese of Southwark 4.

Applicants within each diocese, within each of the subcategories 3a and 3b, separately, will be ranked by random allocation supervised by a person independent of the school.

Where the offer of places in any of the categories or subcategories other than 3a and 3b, would still lead to oversubscription, priority will be given to children living closest to the school determined by the shortest distance. 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. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

Application Procedures and Timetable
To apply for a place at this school in the normal admission round 2 , you must complete a Common Application Form (excluding admission to year 12) available from the local authority in which you live (online and in hard copy). You are also requested to complete the Supplementary Information Form (SIF), available on the website and from the school office, if you wish to apply under oversubscription criteria 3, 4a and 4b. The SIF should be returned to the High School Admissions Officer at St Richard Reynolds Catholic College, Clifden Road, Twickenham TW1 4LT by hand or by post by **31 st October 2027**.

You will be advised of the outcome of your application on 1 st March 2028 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all necessary supporting documentation, your child will not be placed in criteria 3, 4a or 4b, and this is likely to affect your child's chance of being offered a place.
All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 st October 2027.

Late Applications
Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group
A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.
Any such request should be made in writing to the admissions department at Richmond Council at the same time as the admission application is made.

Note 2 This is for admission to the school at the start of the school year in September and not for applications made in-year.

Telephone: 020 8547 5569, Email: richmond.admissions@achievingforchildren.org.uk. The Admissions Team can be contacted by telephone between the hours of 9am and 2pm Monday to Friday.
The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.
For further details, please visit www.richmond.gov.uk or telephone 020 8891 7514.

Waiting Lists
In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term in the academic year of High School entry.
Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications
An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the High School Admissions Officer at St Richard Reynolds Catholic College, Clifden Road, Twickenham TW1 4LT by hand or by post. See website for details and application form.
Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.
If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol
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 admission round the governing body is empowered to give absolute priority to a child

where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

Admission to the Sixth Form
The school operates a sixth form for a total of up to 300 pupils. 150 places overall will be available in year 12. While the admission number for external applicants is 20, if fewer than 130 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 150.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are that pupils will have achieved at least 5 GCSE passes at grade 4 or higher (including English Language and Mathematics). Current Year 11 pupils do not need to formally apply for the Sixth Form, but they must have met the minimum entry requirements.
In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external candidates fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's sixth form curriculum brochure and on its website.
When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress from Year 11 in St Richard Reynolds Catholic High School.
When there are more external applicants that satisfy any academic entry requirements than there are places available, priority will be given in accordance with the oversubscription criteria set out in the College's Sixth Form Admissions Policy
Where there is a space in year 13 i.e. where there are fewer than 150 pupils in the year group, the school will admit additional pupils meeting the minimum academic entry requirements up to this number using the oversubscription criteria set out in the College's Sixth Form Admissions Policy

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. 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 them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became

subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. ‘Catholic’ means 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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.
For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. ’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 a 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 LINK HERE

5. ‘catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

6. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. ‘children of other Christian denominations’ means children who belong to other churches and ecclesial communities which, acknowledge 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 in the Scriptures and is committed to working in the spirit of the above.
All members of Churches Together in England and CYTÛN 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.

8. ‘children of other faiths’ means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
● A religion which involves belief in more than one God, and
● A religion which does not involve belief in a God.
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.

9. ‘brother or sister’ includes
(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
(ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

12. For the purposes of this policy, parish and deanery boundaries are as shown on the maps posted on our website and will be applied to the admission arrangements for 2027/8. LINK to Southwark parish boundaries only. See College website for Westminster parish boundaries LINK. Hard copies are available from the College office.

13. A child’s ‘home address’ refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.