



**This Admissions Policy was finally determined by
the governing body of St Paul's Catholic College on
6 April 2011**

ST PAUL'S CATHOLIC COLLEGE ADMISSIONS POLICY 2012/2013

School Name: **St Paul's Catholic College**

Postal address: **Jane Murray Way, Burgess Hill, West Sussex RH15 8GA**

Telephone number: **01444 873898** Website address: **www.stpaulscatholiccollege.co.uk**

Contact name for whom enquiries should be addressed: **Mrs W Sayers, Office Manager**

Numbers on roll: **865** Age range: 11-18

The school is a voluntary aided Catholic secondary co-educational day school operating under the Trustees of the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church. The school is conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Arundel and Brighton.

The school has designated specialisms: High Performing Specialist School and a Designated Sports College.

This admission policy applies to admissions in the academic year 2012-2013.

The Governors aim to offer a Catholic education. The ethos of this school is to provide an innovative, inspirational and Christian education which challenges, nurtures and informs our students to enable them to take their place in a changing world. The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be considered for a place here.

The school was set up primarily to serve the Catholic community in the parishes within the Lewes Deanery which are Burgess Hill, Haywards Heath and Staplefield, Keymer with Hurstpierpoint and Lewes. In the Mayfield Deanery, the parishes of Uckfield with Herons Ghyll are included. In the Eastbourne Deanery, the parishes of Seaford and Newhaven are included. In the Crawley Deanery, Henfield is included.

The relevant deanery/parish maps can be viewed on our website.

PROCEDURES FOR ADMISSION

The number of children who will be admitted in this admission round is 150. The year group to which pupils of the required age will be admitted for the current year is 7.

Eligibility by age and the relevant admission dates are as follows: **age 11 by 31 August 2012.**

Last year, the number of children offered in each category was as follows:

Category	No. of Children Admitted
Children with a Statement of Special Educational Needs.	5
1. Baptised Catholic "Looked After" children.	0
2. Baptised, practising Catholic children, who attend our 5 Catholic partner feeder schools (St Wilfrid's School in Burgess Hill, St Joseph's School in Haywards Heath, St Pancras School in Lewes, St Philip's School in Uckfield and Annecy School in Seaford).	104
3. Baptised, practising Catholic children, who live in the St Paul's catchment area.	32
4. Baptised Catholic children who attend one of our five Catholic partner feeder schools and who have a sibling attending St Paul's at the time of admission (September 2011).	0
5. Baptised Catholic children, who attend one of our five Catholic partner feeder schools and who live within the St Paul's catchment area.	2
6. Baptised Catholic children who attend a non-Catholic school in the St Paul's catchment area, who have a sibling attending St Paul's at the time of application and who is expected to still be on roll at the time of admission (September 2011).	0
7. Baptised Catholic children who live in and attend a non partner school in the St Paul's catchment area.	3
8. Baptised, practising Catholic children who live outside the St Paul's catchment area, but who have a sibling attending St Paul's at the time of application and who is expected to still be on roll at the time of admission (September 2011).	1
9. Baptised, practising Catholic children who live outside the St Paul's catchment area.	1
10. Baptised Catholic children who live outside the St Paul's catchment area.	0
11. "Looked After" children who are not baptised Catholics.	0
12. Children who are not baptised Catholics, who have a sibling attending St Paul's at the time of application and who is expected to still be on roll at the time of admission (September 2011).	0
13. Children who are not baptised Catholics, who live within the St Paul's catchment area, who are preparing to become members of the Catholic Church (Catechumens or Candidates). The Governors will require evidence from the Parish Priest that such preparation had been in progress at least six months before the closing date.	0
14. Children who do not fall into the above categories, whose parents would like their children educated within a Catholic school.	2
TOTAL	150

PROCEDURE FOR MAKING APPLICATIONS

The procedure for making an application to St Paul's Catholic College is as follows:

- **LOCAL AUTHORITY APPLICATION FORM**

All applications for places must be made on the common application form produced by the Local Authority (LA) in which the parent lives. The application form can be obtained directly from that LA, which is responsible for coordinating the allocation of all places at maintained schools in its area and for offering individual places on behalf of the school governors. The LA will also pass on any applications recorded on the form for places at schools in other local authorities. This form must be submitted to your local authority by **31 October 2011**.

- **GOVERNORS SUPPLEMENTARY INFORMATION FORM**

Catholic governing bodies are responsible for deciding the order of priority for admissions to their school. Parents should complete a special form for each Catholic school where they are seeking a place to allow the child's faith to be considered. These forms collect essential information to allow each school to put all applicants in order of priority for admission, using the school's admissions policy. The form for this school (**St Paul's Catholic College Governors Supplementary Information Form**) can be obtained from the school office or downloaded from the school website. Alternatively, this form is also available from the LA. It must be returned directly to the school, fully completed, before the closing date for applications is **31 October 2011**.

- **PRIEST'S REFERENCE FORM**

A completed Priest's reference form is required for all baptised practising Catholics when applying for a place at St Paul's Catholic College and should be submitted with the Governors Supplementary Information Form by **31 October 2011**.

- **LATE APPLICATIONS**

Late applications are part of the normal admission round but received after the statutory closing date of 31 October and as such are co-ordinated by the LA. The college will communicate the availability of places to the LA when requested. The LA will not refuse to admit a child solely because:

- a) they have applied later than other applicants;
- b) they are not of the faith of the college;
- c) they followed a different curriculum at their previous school;
- d) information has not been received from the previous school.

If the college has no places available, the LA will refuse admission on the basis that admission of an additional child would cause prejudice to the "efficient provision of education or efficient use of resources", in which case the parent will have the statutory right to lodge an appeal.

VISITING SCHOOL

We encourage parents to visit our school in order to find out more about how we work and the education that we offer. Parents are welcome to arrange a visit by contacting Mrs W Sayers, Office Manager. However, such visits are not obligatory and do not form part of the process of

deciding which children are to be offered a place at the school. An Open Evening will be held on Thursday, 22nd September where prospective students and their parents are welcome to visit the college, meeting current students and teachers and to familiarise themselves with the facilities and to understand more about the ethos of the college.

WAITING LIST

The school operates a waiting list for any places which may become available during the year. When such places come up, all children on the waiting list are considered. Places are not offered on the basis of length of time on the waiting list. The school is also committed to taking its fair share of pupils 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 whose admission is requested under any local protocol that has been agreed between the Diocese, local authority and governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number. These children must take precedence over any children already on the waiting list.

See **Appendix 1** for details of the waiting list procedure.

APPEALS

If your application is turned down you have the right to appeal to an appeal panel. This is an independent body that is not bound by the governing body's admission priorities, or the published admission numbers. You should act quickly to register your appeal, normally within 14 days of receiving a letter informing you of the decision about your allocation of a place. To register an appeal, please contact The Appeals Administrator, West Sussex County Council, Legal Services, County Hall, Chichester, West Sussex PO19 1RQ (telephone: 01243 777175).

CRITERIA TO BE USED IF PLACES ARE OVERSUBSCRIBED

In the event that the school receives more applications than there are places available, the order of priority for admission will be established using the following criteria:

1. **Baptised** Catholic "Looked After" children.
2. **Baptised, practising** Catholic children, who attend our 5 Catholic partner feeder schools (St Wilfrid's School in Burgess Hill, St Joseph's School in Haywards Heath, St Pancras School in Lewes, St Philip's School in Uckfield and Annecy School in Seaford).
3. **Baptised, practising** Catholic children, who live in the St Paul's catchment area.
4. **Baptised** Catholic children who attend one of our five Catholic partner feeder schools and who have a sibling attending St Paul's at the time of admission (September 2012).
5. **Baptised** Catholic children, who attend one of our five Catholic partner feeder schools and who live within the St Paul's catchment area.

6. **Baptised** Catholic children who attend a non-Catholic school in the St Paul's catchment area, who have a sibling attending St Paul's at the time of admission (September 2012).
7. **Baptised** Catholic children who live in and attend a non partner school in the St Paul's catchment area.
8. **Baptised, practising** Catholic children who live outside the St Paul's catchment area, but who have a sibling attending St Paul's at the time of admission (September 2012).
9. **Baptised, practising** Catholic children who live outside the St Paul's catchment area.
10. **Baptised** Catholic children who live outside the St Paul's catchment area.
11. "Looked After" children who are not baptised Catholics.
12. Children who are not baptised Catholics, who have a sibling attending St Paul's at the time of admission (September 2012).
13. Children who are not baptised Catholics, who live within the St Paul's catchment area, who are preparing to become members of the Catholic Church (Catechumens or Candidates). The Governors will require evidence from the Parish Priest that such preparation had been in progress at least six months before the closing date.
14. Children who do not fall into the above categories, whose parents would like their children educated within a Catholic school.

TWINS (OR SIBLINGS WITHIN THE SAME YEAR GROUP APPLYING FOR THE SAME SCHOOL)

If children from multiple births (twins, triplets, etc.) are at the top of the waiting list and only one place is available, additional places will be made available to siblings.

IN-YEAR ADMISSIONS

Please see **Appendix 2** for details of our policy on In-Year admissions.

DEFINITIONS

Practising Catholic: in using the term "practising Catholic", we normally expect the family to be known by the parish priest and attend Mass at least once a month. Applications from a practising Catholic must include a Priest Reference Form together with the Governors Supplementary Information Form.

Siblings: Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. The older child must be attending the school when the younger child is due to start.

Parents: A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements for St Paul's Catholic College refer to "parents' attendance at church" it is sufficient for just one parent to attend.

Looked after Children: Children who are in the care of the Local Authority.

Distances: Distances are measured in a straight line from school to home by the local authority's computerised measuring system, using Ordnance Survey address point data from a central point in each building. The routes taken for admission purposes recognise those routes most parents and their children would take between home and school. The local authority's system does not include unmade footpaths and there must be a public right of way. St Paul's governing body use the distance definitions provided by the LA.

Child's home address: We require you to state your child's home address. This should be a residential property that is your child's only or main residence and not an address at which he or she might sometimes stay or sleep due to your own domestic or other reasons. If your child regularly stays with his or her other parent or a relative and therefore has more than one address, the school place will be allocated based on the address at which your child spends the majority of weekday nights. If you put two addresses on the form, we will decide which address should be used as the main residence for the purpose of processing your application as we only accept one current address. Evidence will be required to confirm the address given on the form.

GIVING US THE WRONG INFORMATION

If our decision to allocate a place at this school is based on false or incorrect information (for example, the use of an address that is not the child's normal residence) the governing body reserves the right to withdraw any offer of a place even if the child has already started school.

APPENDIX 1

WAITING LIST PROCEDURE

Governors will maintain a waiting list for two terms in the academic year of admission, when the college is oversubscribed. Children will be ranked in the same order as the published oversubscription criteria. Waiting lists will not give priority to children based on the date their application was received or when their name was added to the list. For example, if a child moves to our catchment area outside the normal admissions round and has higher priority against the published oversubscription criteria, they will be ranked above those with lower priority on the list, subject to the requirements of paragraph 3.21 of the School Admissions Code which deals with fair access protocols.

APPENDIX 2

IN-YEAR ADMISSIONS

YEARS 7 TO 11

Applications for In-Year admissions are made in the same way as those during the normal admissions round. If a place is available and there is no waiting list then the governing body will admit the child. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will then be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of the academic year. When a place becomes available the governing body will decide who is at the top of the list so that the local authority can inform the parent that the school is making an offer.