



Admissions Policy and Procedures for admission in 2013–2014

St Paul's Catholic College in Burgess Hill is a voluntary aided school in the Diocese of Arundel & Brighton. The College was founded by and is part of the Catholic Church and is in Trusteeship of the Diocese. The College is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The College offers a Catholic education. The governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school was set up to serve the Catholic community in the parishes within the Lewes Deanery (Burgess Hill, Haywards Heath and Staplefield, Keymer with Hurstpierpoint, Lewes). It also serves the Catholic community in the following parishes within neighbouring deaneries: Uckfield with Herons Ghyll (Mayfield Deanery), Seaford and Newhaven (Eastbourne Deanery), West Grinstead with Henfield. Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school. The College is a High Performing Specialist School and a designated Sports College.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into Year 7, in September 2013, up to 150 pupils without reference to ability or aptitude.

Oversubscription Criteria:

Where the number of applications for admission exceeds 150, and after the admission of pupils with Statements of Special Educational Needs where the school is named on the Statement, the Governors will offer places using the following criteria in the order stated:-

1. Baptised Catholic looked after children or previously looked after children (see note a)).
2. Baptised practising Catholic children who attend one of St Paul's College Catholic feeder schools (see note j)). Evidence of Baptism will be required (see note b)). Evidence of practice must be provided by the parent/carer and endorsed by the priest where the child normally worships (see note g)).
3. Baptised practising Catholic children who are resident in St Paul's College catchment area (see note k). Evidence of Baptism will be required (see note b)). Evidence of practice must be provided by the parent/carer and endorsed by the priest where the child normally worships (see note g)).
4. Baptised Catholic children who attend one of St Paul's College Catholic feeder schools (see note j)) and who are resident in St Paul's College catchment area (see note k). Evidence of Baptism will be required (see note b)).
5. Baptised Catholic children who do not attend one of St Paul's College Catholic feeder schools (see note j)) and who are resident in St Paul's College catchment area (see note k). Evidence of Baptism will be required (see note b)).
6. Baptised practising Catholic children who are not resident in St Paul's College catchment area (see note k). Evidence of Baptism will be required (see note b)). Evidence of practice must be provided by the parent/carer and endorsed by the priest where the child normally worships (see note g)).
7. Baptised Catholic children who are not resident in St Paul's College catchment area (see note k). Evidence of Baptism will be required (see note b)).
8. Children who are not baptised Catholics but who are resident in St Paul's College catchment area (see note k) and 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 has been in progress for at least six months before the closing date.
9. Other looked after children or previously looked after children (see note a)).
10. Any other children for whom a St Paul's Supplementary Information Form has been completed.
11. Any other children.

Priority within the Oversubscription Criteria:

The governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

- i. Exceptional social or medical need which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest) (see note c)).
- ii. A sibling on the school roll at the time of admission. Evidence of the relationship may be required (see note d)).
- iii. Distance from home (the address at which the child resides) to the school (closest proximity receives highest priority). Evidence of residence may be required (see note f)).

Admissions Procedure

The governing body of St Paul's College is responsible for determining the admission arrangements of the school, including the priority of admissions. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date.

To apply for a place at this school, you should complete and return the following two forms:

1. The **Common Application Form (CAF)**
All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or on that Local Authority's website. For a valid application, the CAF **must** be returned either in the paper form or online.
2. The school's **Supplementary Information Form (SIF)**.
This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, **if a completed SIF is not received, the governors can only rank the application after all the applicants who have completed and returned the SIF**. The completed SIF must be returned to the school office by <insert date>. You are advised to make a copy of the two forms for your records.

Late Applications

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Waiting Lists

If the school is oversubscribed, parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained for <insert time here>. The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be

made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to secondary education (Year 7) i.e. in succeeding years or during the academic year.

Please ensure that you contact the school and the Local Authority when making an In-Year application.

Visiting the School

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Giving us the wrong information

If a parent/carers is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

Notes (these form part of the admission arrangements):

- a) **'Looked after children'** are children who are in the care of the local authority (LA) as defined by section 22(1) of the Children's Act 1989. **'Previously looked after children'** means children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- b) **'Baptised Catholic'** describes a member whose Church of Baptism is 'in communion with the See of Rome'. The Catholic Church comprises within it the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). This will be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome. 2. 'Anglican Ordinariates' are members of the Latin Rite but those describing themselves as 'Anglo Catholics' are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.

- c) **Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to the first-ranked school, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child's medical consultants. Governors will consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

Exceptional social need: If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, e.g. a report from social services or from a priest detailing why this school is the most appropriate placement for the child given the circumstances of the case.

- d) **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's admission.
- e) **Distance:** Distance will be measured by a straight line from the child's home to the school using Ordnance Survey address point data supplied by the Local Authority. The distance will be measured from the front door of the child's home.
- A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address on the day the application form was completed and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekdays.
- A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place.
- f) **Parents/Carers:** The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child.
- g) **Practising Catholic:** For the purpose of admission to this school 'practising Catholic' refers to a member of the Catholic Church (see note b) above) who has attended Sunday Mass (this includes the Vigil Mass on Saturday evening as well as other Masses on Sunday) at least once a month in the last year, evidenced by a priest.
- h) **Children with Statements of Special Educational Needs (SEN) naming the school on the Statement:** These children are admitted under a separate procedure.
- i) **Children of UK Service Personnel:** In the normal admissions round, applications for children of UK service personnel with a confirmed posting in the school's area will be allocated a place in advance, subject to receipt of appropriate documentation. Baptised Catholic children of UK service personnel will receive application priority immediately after Baptised Catholic looked after and previously looked after children. Applications from 'non-Catholic' UK service personnel will receive application priority immediately after other (i.e. non-Catholic) looked after or previously looked after children.
- j) **St Paul's College Catholic Feeder schools:** For the purposes of admissions to St Paul's College, the Catholic Feeder Schools are St Wilfrid's Catholic Primary School, Burgess Hill; St Joseph's Catholic Primary School, Haywards Heath; St Pancras Catholic Primary School, Lewes; St Philip's Catholic Primary School, Uckfield; Annecy Catholic Primary School, Seaford. **Note:** If a parent has moved into the area and was not able to get a place at a St Paul's College feeder school and can provide appropriate evidence i.e. a letter of refusal from the relevant school, then the governors will treat the application as if the child had attended one of St Paul's Catholic feeder schools.
- k) **St Pauls College Catchment Area:** For the purposes of admissions to St Paul's College, the catchment area referred to in the oversubscription criteria means residence in one of the following parishes: Burgess Hill, Haywards Heath and Staplefield, Keymer with Hurstpierpoint, Lewes, Uckfield with Herons Ghyll, Seaford and Newhaven, West Grinstead with Henfield.

Reminder :

Have you remembered to complete:

- 1) the Local Authority's Common Application Form (CAF) and**
- 2) the School's Supplementary Information Form (SIF)?**