

# **ST PAUL'S CATHOLIC COLLEGE**

## **DRAFT ADMISSIONS POLICY 2011/2012**

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](http://www.stpaulscatholiccollege.co.uk)**

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

Numbers on roll: 840                      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 2011-2012.

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 2011.**

## **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 LAs. This form must be submitted to your local authority by **22 October 2010.**

- **GOVERNORS SUPPLEMENTARY INFORMATION FORM**

Catholic governing bodies are responsible for deciding the order of priority for admissions to their school. Parents must complete a special form for each Catholic school where they are seeking a place. 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 **22 October 2010.**

- **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 **22 October 2010.**

**Late applications will not be considered.**

## **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, 23 September (to be confirmed) 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 Clerk to the Governing Body at St Paul's Catholic College, Jane Murray Way, Burgess Hill, West Sussex RH15 8GA who will guide you through the process.

## 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 live in the St Paul's catchment area.
3. **Baptised** Catholic children who attend one of our five Catholic partner 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) and who have a sibling attending St Paul's at the time of admission (September 2011).
4. **Baptised** Catholic children, who attend one of our five Catholic partner schools and who live within the St Paul's catchment areas.
5. **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).
6. **Baptised** Catholic children who live in and attend a non partner school in the St Paul's catchment area.

7. **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).
8. **Baptised practising** Catholic children who live outside the St Paul's catchment area.
9. **Baptised** Catholic children who live outside the St Paul's catchment area.
10. "Looked After" children who are not baptised Catholics.
11. 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).
12. 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.
13. 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)**

No special priority can be given to the admission of children from multiple births (twins, triplets, etc.). If it is possible to offer a place at this school to one child and not the other(s), it will be up to the parent to decide whether or not to accept the available place and the parent may allocate any place(s) offered in respect of these multiple births to whichever of these births they choose.

#### **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/family members:** A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at

church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

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

**Distances:** Distances will be measured using the local authority's computerised measuring system from the child's home to the nearest gate used by children at the school. 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.

**It is a criminal offence to give false information to obtain a place at a school.**

# **APPENDIX 1**

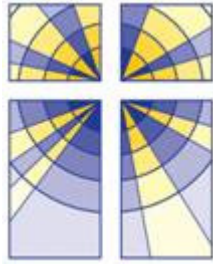
## **WAITING LIST PROCEDURE**

Governors must maintain a waiting list for at least one term in the academic year of admission, when the school is oversubscribed, and they must include the fact they will do this in the school's published admission arrangements, making clear that children will be ranked in the same order as the published oversubscription criteria. Waiting lists must be clear, fair and objective and must not give priority to children based on the date either their application was received or their name was added to the list. For example, if a child moves to an area outside the normal admissions round and has higher priority against the published oversubscription criteria, they must be ranked above those with lower priority already 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 8 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 [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority after other 'looked-after' children]. 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 [as modified above] 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.



## ST PAUL'S CATHOLIC COLLEGE GOVERNORS SUPPLEMENTARY INFORMATION FORM

School applying to: St Paul's Catholic College, Burgess Hill

### Child's Details

Child's First Name:	
Child's Surname:	
Date of Birth:	
Child's Home Address*:  <i>(Proof of residence is required)</i>	
Postcode:	

*(\*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. Evidence will be required to confirm the address given on this form.)*

### Parent/Carer Details

1 <sup>st</sup> Parent/Carer's Name:	
Address:	
Telephone Number:	

<b>2nd Parent/Carer's Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	

**Details of Religion**

<b>Religion of Child: (Please Tick)</b>	<b>Catholic</b>	<b>Other Christian</b>	<b>Other faith</b>
<b>Parish you Live In:</b>			
<b>Church where Child was Baptised: (Copy of baptism certificate required)</b>			
<b>Church where Child made First Holy Communion (Copy of First Holy Communion certificate required)</b>			
<b>Church you Currently Attend:</b>			
<b>Name and Address of Priest Supplying Reference:</b>			

**Siblings**

<b>Name(s) of Brothers or Sisters at this School who will be Attending at Date of Admission:</b>	
--	--

**Children 'Looked After' by the Local Authority**

<b>Is the child 'looked after' by the local authority? If so, please name the Local Authority:</b>	
<b>Name of Social Worker:</b>	

**Children with Exceptional and Compelling Medical/Psychological Pastoral Social Needs**

If your child has exceptional and compelling medical, psychological, pastoral and social needs that make it essential for him/her to attend this school, please describe them here. If you need more space you may wish to attach additional sheets. Compelling professional evidence will be required to support your statement and must be supplied by a doctor, social worker or other qualified professional explaining why it is essential for your child to attend this school.

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed:.....

Date:.....

Please note:

- Parents/Carers can obtain a priest's reference form from the school or LA. It should be completed by the parent/carer and attached to a completed version of this form.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You **must** complete the Local Authority's Common Application Form and return it to the appropriate local authority's admissions team by the closing date. If you do not do this you will not be offered a place. If you do not live in the County or City where the school is situated you must complete the Common Application Form for the County or City in which you live and return it to them by the closing date.

<b>Checklist: Have you enclosed with this Governors Supplementary Information Form the following?</b>	<b>Please Tick</b>
<b>Copy of Baptismal Certificate</b>	
<b>Copy of First Holy Communion Certificate</b>	
<b>Proof of Residence, i.e. Current Year's Council Tax Bill. (If you do not pay Council Tax the following may be accepted:</b>	
• <b>Council Rent Book for the Current Year,</b>	
• <b>Tenancy Agreement from a Private Letting Agency,</b>	
• <b>Letter from Social Services or Housing Department Confirming Placement at your Address,</b>	
• <b>Letter from National Asylum Support Services (NASS).</b>	
• <b>If you are Moving Home, a Solicitor's Letter Confirming the Date that Contracts were Exchanged and the Proposed Completion Date.)</b>	
<b>Priest's Reference Form</b>	
<b>Evidence of Exceptional Need (if the school has a criterion which includes children where there is strong medical or other exceptional evidence)</b>	

**Remember: Your completed Local Authority's Common Application Form should be returned to their Admissions Team?**

Once completed, this form, together with a completed priest's reference form, where applicable (baptised practising Catholics only), should be returned to Wendy Sayers, Office Manager, St Paul's Catholic College, Burgess Hill, West Sussex RH15 8GA.

# GUIDANCE ON PRIESTS' REFERENCES

## **Guidance for parents**

The Form for obtaining a priest's reference in connection with an application for admission to a Diocesan school is for use where the school's admission policy specifies that priority for admission will be given to baptised Catholic children whose parents are "practising Catholics". If the term 'committed Catholics' is used, it must be taken as referring to objective evidence of the parents' religious practice.

## **Who is allowed to apply to a school and a priest for the admission of a child to that school?**

A person who makes an application to a school for the admission of a child must be the parent or guardian of that child. This Form must only be completed by such a person. (In these notes reference to the 'parent' should be taken to apply to that person.) To qualify to complete the Form, you must have the responsibility for the care of the child on a permanent basis at your main place of residence. If you are in doubt about whether you are the appropriate person to make this application, it is your responsibility to check requirements with the school.

## **When is it necessary to complete the form?**

You can claim priority for the admission of your child by providing the school with proof of your child's baptism. The information you give on this Form will establish whether your child is entitled to further priority for admission on the grounds that you are a practising Catholic (but please note that not all schools offer this further priority). The purpose of the Form is to gather the essential details to ensure that the school governors apply their admission criteria fairly. Fairness is a legal requirement on all schools.

## **Why is it that some schools give priority to parents who practise their faith and some do not?**

The policy of this Diocese for school admissions is in line with the national Catholic policy. All Diocesan school admission policies must give overall priority to baptised Catholic children before other children. However, some Diocesan schools find that they do not always have enough places for all the Catholic children whose parents apply to the school. They may have to set up their policy to allow them to give even higher priority to those children whose parents practise their Catholic faith. Some schools may even need to make further distinctions in order to distribute their places fairly. For instance, they may decide to take into account the degree of parental practice by the frequency of attendance at Sunday Mass. A few schools take into account the age at which the child was baptised.

## **Who must be a practising Catholic in order for the child to be given admission priority?**

The requirement is that at least one of the child's parents should fulfil this criterion. Please note that, to be recognised as a Catholic for the purposes of school admission, either you must have been baptised according to the rites of the Catholic Church or you must have been baptised

according to another rite that is recognised by the Catholic Church and you have been received subsequently into the Catholic Church. It is not sufficient for you to attend a Catholic Church. If you are in doubt about whether you fulfil this criterion, you must consult a priest and obtain his written confirmation that you are a member of the Catholic Church. Further information is given in the notes below.

### **Why does the parent have to sign the Form? Is the priest's signature not sufficient?**

This Form is part of a 'self-declaration' process. You must complete it accurately and truthfully and sign that you have done so. The Form must also be signed by a priest who can personally vouch for your practice on the basis of evidence that you can provide to him or his own evidence. The priest has the right to withhold his signature if he has reasonable doubt about your practice. In this case, the school will not be able to offer priority for your child on the basis that you are a practising Catholic. However, your child will receive priority if you can provide a valid certificate showing that your child is a baptised Catholic.

### **What are the penalties for making a false declaration?**

It is important that any parent completing this self declaration is aware of the risks they are running for their child if it is established that the information the parent has given is false. Any place allocated would be liable to be withdrawn immediately. In these circumstances, the parent would have the right to lodge an appeal to an independent panel. If the appeal failed, the parent would have to find a place at another school. In some parts of the Diocese it is unlikely that there would be a vacant place at another Catholic school. The local authority might even have difficulty in finding a vacancy in any school near to where the child lived.

### **Which priest should I ask to sign the Form?**

You should obtain the signature of the priest who can personally vouch for your practice. In most cases this would be the parish priest of the church where you normally worship. If the priest who knows your practice has very recently left the parish, you should ask him to sign the Form. If for any reason you are unsure about whom to ask, or if you are unable to have the Form signed for some practical reason beyond your control, or you think you have been unreasonably refused a signature, you should consult with the school and the Dean (the Deans are listed in the Diocesan Directory) for the area where you worship, in order to find a way forward. It remains your responsibility to provide a valid signature.

### **To whom should the completed Form be returned?**

Each school will have specific arrangements for the return of Forms. You should refer to the school admission policy for details or contact the school for confirmation of the correct procedure.

### **Who is 'a member of the Catholic Church'?**

Those who have been baptised as Catholics are members of the Church. Baptised Catholics would include those baptised in any eastern rite church which is 'in communion with the See of

Rome’. These are sometimes referred to as ‘Uniate’ churches. The Diocese can advise on whether a church meets the criterion. With the recent increase in migration from Eastern Europe, schools need to be fully aware of which families have admission rights through membership of these churches. The Diocese can advise on whether a church meets this criterion. A list of the names of Eastern Rite Catholic churches is given below. A policy which refers to Roman Catholic families would exclude these applicants. The term should be avoided.

- A. The criterion baptised CATHOLIC describes a member whose Church of Baptism is “in communion with the See of Rome”.
- B. The Catholic Church comprises within it the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches).
- C. Eastern or Oriental Rite Churches in full Communion with the See of Rome.

EASTERN OR ORIENTAL RITE CHURCHES IN FULL COMMUNION WITH ROME
<p><i>ALEXANDRIA</i>: Coptic, Ethiopian.  <i>ANTIOCH</i>: Malankrese (Sri Lanka), Maronite, Syrian.  <i>ARMENIAN</i>: Armenian.  <i>CHALDEAN (Syro-Oriental)</i>: Chaldean, Malabar.  <i>CONSTANTINOPLE (BYZANTINE)</i>: Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian.</p> <p>Source: Annuario Pontificio 2009 Riti nella chiesa pp1167-1170, 1878-1881</p>

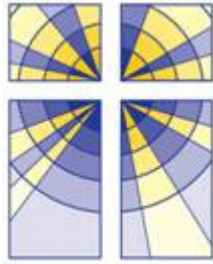
- D. ORTHODOX Churches are not in full Communion with the See of Rome and so rank after Catholic (Roman or Eastern/Oriental Rite Catholics). With the influx of families from Eastern Europe and beyond there will be applicants from Greek Orthodox, Russian Orthodox, Coptic Orthodox and other Oriental Orthodox churches. Families from Orthodox Churches should be considered for priority after Catholic families, as they are regarded as in a closer communion with the Catholic Church.
- E. Baptised Christians from other Ecclesial Communities such as the Church of England, Methodists, etc. rank after Orthodox baptised Christians. Some communities do not have the practice of infant baptism.
- F. Parents who have had children baptised in a non-Catholic Christian community but who subsequently have become Catholics should ensure that the children have been welcomed into full Communion and the fact noted in the Register of Reception.
- G. Catechumens are unbaptized persons who have been formally admitted to the Catechumenate, known as the RCIA Programme, who are expressing an explicit desire to be incorporated into the Church through Baptism. Some admission policies explicitly recognise this status. Governors must decide how applicants in this category will be treated.

Schools sometimes seek further advice on whether a parent's church can be regarded as another Christian denomination for school admission purposes. The local group of Churches Together is a reference point.

The Diocese can advise on the baptisms that are recognised as Christian by the Catholic Church. If a child has undergone a recognised baptism, it would not be repeated on entry to the Catholic Church. However, a record of having been received into the Church would still be required to verify membership of the Church.

The practice of one parent is sufficient to meet any criterion of practice. Some policies give some degree of priority to an unbaptised child of a Catholic parent. This might apply to a case where one of the parents prevented baptism.

If priority is given to one Christian denomination over another, there should be a clear reason to do so. Such a reason might be that a joint or ecumenical school has been set up to serve specific denominations.



**PRIEST REFERENCE FORM**

**For Admission of children to St Paul's Catholic College, Burgess Hill**

<p>The Name and Address of the School to which you are applying for a place for your child.</p>	<p><b>St Paul's Catholic College</b>  <b>Jane Murray Way</b>  <b>Burgess Hill</b>  <b>West Sussex RH15 8GA</b></p>
<p>The Name and Address of the Child for whom you are applying for a place.</p>	
<p>Your Name and Address.  <i>(Give all names by which you are or have been known. Give all addresses at which you have resided in the past three years)</i></p>	
<p>Your Telephone Numbers and other Contact Details.</p>	
<p>What is your Relationship to the Child?          (Parent, Guardian, etc.)</p>	
<p>Please give details of your Religious affiliation.  <i>(Please study the notes accompanying this Form before completing this section)</i></p>	

Which Parish, Parishes or Places of Worship do you normally attend for Sunday Mass (or 'First Mass' on Saturday)? Give the Name and Contact Details of the Parish Priests, and the Names and Addresses of the Churches.	
---	--

If the Admission Policy of the school to which you wish to apply gives priority to children whose parents worship regularly, you must indicate below how frequently on average you attended Sunday Mass (or 'First Mass' on Saturday) in the last year. Place a tick in the box that most accurately describes your practice.

Every Week		Once every Six Weeks	
Three Weeks in Four		Once every Two Months	
Two Weeks in Four		Once every Six Months	
One Week in Four		Once every Year	

Please give any other supporting information concerning your religious affiliation and practice that you wish to be taken into account.

*Note: the priest cannot give additional weight to subjective factors such as your 'commitment' to the parish. Nor can he take into account participation in parish activities to which some parishioners might have little access, for example, because of their hours of employment. It is not necessary to mention siblings or other associations with the school. If the school gives priority to siblings, this will be applied by the school, not the priest who signs this form. Previous attendance by the child's relatives cannot be taken into account.*

**Parental Declaration**

I certify that I am a member of the Catholic Church (as defined by the information notes accompanying this Form).

I certify that the information given in this Form is true to the best of my knowledge. I accept that if any of this information is subsequently found to be false, my child will be liable to lose their place at the school.

Signature: ..... Date.....

**Priest's Declaration**

*\*Please delete as appropriate:*

\*I certify that \_\_\_\_\_ has signed this self declaration form in my presence and that the information he/she has given concerning his/her religious practice is accurate to the best of my knowledge.

\*I certify that \_\_\_\_\_ has signed this self declaration form in my presence. I have recorded below, under 'comments', any reservations that I may have concerning the accuracy of the information on religious practice.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parish: \_\_\_\_\_

Telephone Contact Number \_\_\_\_\_

Parish Stamp



Use separate sheet for additional comments if necessary