



St John Payne Catholic School

ADMISSION POLICY

2018-19

Our School Mission Statement

Through the three way partnership of home, school and church and recognising that Jesus Christ is to be found in each one of us, it is our understood and shared aim to foster a community where life is lived according to Gospel values and the teachings of the Catholic Church and whereby each member of that community is afforded every opportunity to realise his or her full potential which is to be a true imitator of Jesus Christ who himself said: "Love one another as I have loved you."

St John Payne Catholic School was founded by the Brentwood Diocese to provide education for children of Catholic families. The school is Voluntary Aided and is conducted by its governing body in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ.

The governing body is an independent admissions authority and has responsibility for admissions to this school. It intends to admit 190 pupils to Year 7 and 130 to Year 12 of the sixth-form, in the school year which begins in September 2018.

If the number of applicants exceeds the number of places available, the governing body will give priority to baptised Catholics using faith-based oversubscription criteria as detailed below.

Please note that the admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure, details of this procedure are set out in the '*Special Educational Needs Code of Practice*', obtainable from the LA.

Application Procedures and Timetable

- Applications must be submitted on a Common Application Form(CAF), to Essex County Council by 31st October 2017 using the Form as supplied in the booklet 'Secondary Education in Essex'.
- Applicants should also complete a Supplementary Information Form(SIF) as supplied by the school and returned to 'The Admissions Secretary, St John Payne Catholic School, Patching Hall Lane, Chelmsford, Essex CM1 4BS by no later than 31st October 2017.
- For Catholic/Christian or other religious applicants: the Catholic Priests Certificate of Practice/Christian Ministers reference or a religious leaders' reference should also be provided and returned to 'The Admissions Secretary, St John Payne Catholic School, Patching Hall Lane, Chelmsford, Essex CM1 4BS' by no later than 31st October 2017.
- If you do not complete the SIF and provide a religious reference form (if applicable) and return them on time by the closing date, the governing body will be unable to place you in the correct over-subscription category until all other applications have been considered and it is very unlikely that your child will get a place at the school.
- Parents will be advised by the LA of the outcome of their applications on the LA agreed date (1st March 2018).
- Applicants should satisfy themselves that all correspondence has been sent to the correct addresses and received on time.

Over-subscription Criteria

At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

(When using these please refer closely to the guidance notes and definitions as supplied on the last page of this document)

1. 'Looked after' Catholic children in a non-catholic family or 'looked after' children of a Catholic family who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham.
2. Baptised Catholic children of practising Catholic families who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham.
3. Other Baptised Catholics.
4. Other 'looked after' children.
5. Christians of other denominations whose application is supported by a reference from a minister of religion or other religious leader.
6. Children of other faiths whose application is supported by a reference from a minister of religion or other religious leader.
7. Other children attending Catholic primary schools.
8. Any other applicants.

*The area around Gt. Dunmow that is east of the river Roding and south of the A120.

Where the offer of places to all the applicants within any of the categories listed would lead to over-subscription the following rules will be applied:

- I. The attendance of a sibling at the school at the time of admission will increase the priority of an application within each category.
- II. Where the offer of places to all the applicants in the sub-category listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. The distance will be determined using straight line distances calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions.
- III. Catechumens and members of an Eastern Christian Church (other than the Eastern Catholic Churches), are to be given priority in category 5.

Admission to the Sixth-Form

The sixth-form is available for all existing pupils, subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth-form of the school will be distributed to external applicants in accordance with the oversubscription criteria, subject to applicants fulfilling the individual eligibility requirements of suitable courses. A maximum of 18 places in year 12 will be made available for external applicants up to and including the agreed limit of 130 places.

Late Applications

All 'on-time' applications will be considered first. Applications for prospective Year 7 pupils arriving after the agreed closing date will be deemed 'late'. Late applications will be processed after the allocations procedure for on-time applications has been finalised (31st October 2017). In the event of oversubscription, applicants will be offered the opportunity to be placed on the 'waiting list'.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the school in the order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. Names are normally removed from the list after two terms, but may be renewed by writing to the school.

In-Year Applications

In-year applications will, as far as is reasonably practicable, be dealt with promptly. Applicants will be issued with a Mid-Year application form which will be administered as part of the Essex co-ordinated admission scheme. An application form for 'Later Years' (supplied by the school), together with a Certificate of Practice (supplied by the priest), need to be completed to enable applications to be ranked according to the criteria. Where there is over-subscription, applications will be ranked and dealt with in accordance with the over-subscription criteria. In the event of over-subscription, applicants will be offered the opportunity to be placed on the 'waiting list'.

Guidance Notes *(these notes form part of the over-subscription criteria).*

Where applicable, all definitions apply 'at the time of application'.

- a. **'looked after child'** or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).
- b. **'Catholic'** means a baptised member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a Certificate of reception into the full communion of the Catholic Church.
- c. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of reception into the order of catechumens.
- d. **'Eastern Christian Church'** includes Orthodox Churches and is evidenced by a Certificate of baptism or reception from the authorities of that Church.
- e. **'Practising Catholic'** is hereby defined as confirmed by the parish Priest's Certificate of Practice.
- f. **'Children of other Christian denominations'** All members of Churches Together in England and of CYTUN are deemed to be included, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group.
- g. **'Sibling'** - a sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who attends SJP in any year group at the time of application. Biological siblings who attend SJP in any year group will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at SJP at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
- h. **Twins / Triplets** If the last child to be offered a place is a twin and their sibling cannot initially be offered, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, the school will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). Where a family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.
- i. **'Home address'** Applications will be processed on the basis of the home address for the child. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address. Proof of address and arrangement will be required.

- j. **The ages and the number of siblings** at the school will not influence the determination of admission priorities.
- k. **'Parish Boundaries'** - details of the parish boundaries are held by the parish priests. Maps and boundary descriptions can also be viewed on the school website at: www.sjp.essex.sch.uk.