

Admission Arrangements for 2017-18 for Years 7 to 11

School name	St Paul's Catholic School for Girls		
School address	Vernon Road, Edgbaston, Birmingham B16 9SL		
Headteacher	Dr D E Casserly	Tel no:	0121 454 0895
Admission Number:	165		

Admissions policy statement	<p>St Paul's is a non-selective Catholic Girls' School. The ethos of the school is Catholic. The school was founded by the Sisters of Charity of St. Paul the Apostle to provide education for girls of Catholic families. 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 Jesus Christ. We 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 of the faith of this school to apply for and be considered for a place here.</p> <p>Governors require that parents approach Parish Priests to support their application and confirm evidence of Baptism. A Supplementary Information Form for this evidence is available from St. Paul's and is to be returned to St. Paul's school by parents on or before 31st October 2016, to assist the governors in applying the criteria stipulated below.</p> <p>In September 2017 the Governing Body will admit 165 girls and, if the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made. (See note 1)</p> <p>In all categories, If there is over-subscription, the Governors will give priority to children living closest to the school determined by shortest distance. (See Note 5)</p>
Criteria	<ol style="list-style-type: none"> 1. Baptised Catholic girls (see Note 2) who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements order or Special Guardianship order). 2. Baptised Catholic girls, who are siblings (see Note 3) (i.e. those who have sisters attending the school at the time of admission), whose application is supported by their Parish Priest on the Supplementary Information Form (see Note 4). 3. Non-siblings who otherwise fulfil Criterion No. 2. 4. Baptised Catholic girls, who are siblings (i.e. those who have sisters attending the school at the time of admission), not covered by Criteria 1-3 (inclusive). 5. Other Baptised Catholic girls not covered by Criteria 1-4 (inclusive). 6. Non-Catholic girls who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements order or Special Guardianship order). 7. Non-Catholic siblings (i.e. those who have sisters attending the school at the time of admission) 8. Other non-Catholics.

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	<p>Note 1 Girls with a Statement of Special Educational Needs/Education, Health and Care Plan that names the school must be admitted. This will reduce the number of places available to applicants. (This is not oversubscription criterion)</p> <p>Note 2 In all categories, for a girl to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.</p> <p>Note 3 For Catholic and non-Catholic girls the definition of sibling is:</p> <ul style="list-style-type: none">• A sister sharing the same parents;• half-sister, where two girls share one common parent;• step-sister, where two girls are related by a parent's marriage;• Adopted or fostered girls <p>The children must be living permanently in the same household.</p> <p>Note 4 Parents/Carers making an application for a Catholic girl should also complete the school's Supplementary Information Form (SIF). Failure to complete the SIF may affect the criterion their daughter's name is placed in.</p> <p>Note 5 Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (the front gate). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.</p> <p>In a very small number of cases it may not be able to decide between the applicants of those girls who are qualifiers for a place, when applying the published admission criteria.</p> <p>For example, this may occur when girls in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the girls would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the girl to be offered the final place.</p> <p>As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.</p> <p>The home address of a pupil is considered to be the permanent residence of a girl. The address must be the girl's only or main residence for the majority of the school week. Documentary evidence may be required.</p> <p>Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.</p>
	<p>APPEALS Parents who wish to appeal against the decision of the Governors to refuse their daughter a place in the school must apply in writing to Chair of Governors. Appeals will be heard by an independent panel.</p>

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	<p>REPEAT APPLICATIONS Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.</p>
	<p>LATE APPLICATIONS Late applications will be dealt with according to the Local Authority co-ordinated scheme, after consultation with an admission authority, if appropriate.</p>
	<p>CHANGE OF PREFERENCE Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools.</p> <p>All requests to change preferences should be made in writing to the Local Authority.</p> <p>Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.</p>
	<p>APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-Year applications) Applications should be made directly to the governing body at the school using the Local Authority In-Year Application Form, which is available to collect from schools, local libraries or online at: www.birmingham.gov.uk/schooladmissions.</p>
	<p>WAITING LISTS Parents whose girls have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.</p> <p>The Local Authority will send Voluntary Aided and Foundation Schools their waiting lists following the offer of school places.</p> <p>Waiting lists for admission will remain open until the 31 December 2017 and will then be discarded. Parents may apply for their daughter's name to be reinstated until the end of the academic year when the list will be discarded.</p> <p>Waiting lists will not be fixed following the offer of places. They will be held in accordance with the order of priority for allocating places and are therefore subject to change. This means that a girl's position on the waiting list could go up or down. Any late applicants accepted will be added to the school's list in accordance with the order of priority for allocating places.</p> <p>Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.</p> <p>Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.</p>
	<p>IN YEAR FAIR ACCESS POLICY The governing body have adopted the LA fair access policy for admission of previously excluded or hard to place children.</p>
	<p>There is no charge or cost related to the admission of a girl to this school.</p>

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Appendix	<p style="text-align: center;">DEFINITION OF A “BAPTISED CATHOLIC”</p> <p style="text-align: center;">(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)</p> <p><i>To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.</i></p> <p>A “Baptised Catholic” is one who:</p> <ul style="list-style-type: none">• Has been baptised into full communion (Cf. <i>Catechism of the Catholic Church, 837</i>) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. <i>Catechism of the Catholic Church, 1203</i>). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. <i>Code of Canon Law, 877 & 878</i>). <p>Or</p> <ul style="list-style-type: none">• Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the <i>Right of Reception of Baptised Christians into the Full Communion of the Catholic Church</i>. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the <i>Rite of Reception</i> took place (Cf. <i>Rite of Christian Initiation, 399</i>). <p>WRITTEN EVIDENCE OF BAPTISM</p> <p>The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.</p> <p>Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Catholic Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.</p> <p>Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.</p> <p>Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).</p>
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