

## Determined Admission Arrangements for 2018-19 for Years 7 to 11

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

### **Admissions policy statement**

The admissions process for St Paul's Catholic School for Girls is part of the Birmingham Local Authority co-ordinated admissions scheme. To apply for a place at St Paul's Catholic School for Girls in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Paul's Catholic School for Girls on the application form. Applications need to be made by 31<sup>st</sup> October 2017. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date. (see note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. You will be advised of the outcome of your application on 1<sup>st</sup> March 2018, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent relates to any individual with responsibility for a child for whom an application is being made.

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. Whenever there are more applications than places available, priority will be given to Catholic girls in accordance with the oversubscription criteria listed below. 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.

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 Catholic School for Girls and is to be returned to St. Paul's Catholic School for Girls by parents on or before 31st October 2017, to assist the governors in applying the criteria stipulated below.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 165 pupils to be admitted to Year 7 in the school year which begins in September 2018. (See note 1 below).

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is over-subscription within a category, the Governing Body will give priority to children living closest to the school determined by shortest distance. (See Note 5)

Criteria 1	Baptised Catholic girls (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2	Baptised Catholic girls, who are siblings (see Note 4) (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 2).
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 looked after or previously looked after (See Note 3 below)
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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### 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 an oversubscription criterion)

### 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.

Parents making an application for a Catholic Child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your daughter's chance of being offered a place at this school.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

For Catholic and non-Catholic girls the definition of sibling is:

- A sister sharing the same parents;
- A half-sister, where two girls share one common parent;
- A step-sister, where two girls are related by a parent's marriage;
- Adopted or fostered girls

**The children must be living permanently in the same household.**

### 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.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those girls who are the final qualifiers for a place, when applying the published admission criteria.

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 Published Admission Number for the applicant's year group to be exceeded, the local authority, on behalf of the Governing Body, will use a computerised system to randomly select the girl to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property this is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months of duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

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	<p><b>APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP</b></p> <p>Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated outside of their normal age group at their current Primary School. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.</p> <p>The Governing Body will consider requests submitted for a child to be admitted into a class outside to their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.</p> <p>If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.</p> <p>If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.</p> <p>If the request is agreed and year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2019, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2019 when applications open in the autumn term of 2018. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.</p> <p>If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <a href="https://www.gov.uk/government/publications/summer-born-children-school-admission">https://www.gov.uk/government/publications/summer-born-children-school-admission</a></p>
	<p><b>APPEALS</b></p> <p>Parents who wish to appeal against the decision of the Governors to refuse their daughter a place in the school must make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.</p> <p>Please note that parents do not have the right to appeal if their request for their child to be admitted to a class outside of their normal year group had been refused, but the Governing Body have offered a place in the normal age group instead.</p>
	<p><b>REPEAT APPLICATIONS</b></p> <p>Any parent can apply for a place for their child at any time outside the normal 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 Governing Body 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 have still refused admission.</p>
	<p><b>LATE APPLICATIONS</b></p> <p>Late applications will be dealt with according to the Local Authority's co-ordinated admissions scheme,</p>
	<p><b>CHANGE IN PREFERENCE</b></p> <p>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. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in their circumstances, then the application will be refused.</p>

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	<p><b>APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-Year applications)</b></p> <p>An application can be made for a place for a child at any time outside the normal admissions round. Applications should be made to the school by contacting Reception and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the Waiting List (see below). Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel. The Local Authority In-Year Application Form is available to collect from schools, or can be downloaded from the school website: <a href="http://www.stpaulgl.bham.sch.uk/Admissions">www.stpaulgl.bham.sch.uk/Admissions</a>; or the Local Authority website: <a href="http://www.birmingham.gov.uk/schooladmissions">www.birmingham.gov.uk/schooladmissions</a></p>
	<p><b>WAITING LISTS</b></p> <p>Girls who have not been offered a place at St Paul's Catholic School for Girls but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until 31<sup>st</sup> December 2018 and will then be discarded. Parents may apply to St Paul's Catholic School for Girls for their daughter's name to remain on the waiting list until the end of the academic year 2018/19 when it will be discarded.</p> <p>A girl's position on a waiting list is not fixed. When a new girl joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a girl's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the list in accordance with the oversubscription criteria.</p> <p>Inclusion on the 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 the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.</p>
	<p><b>IN YEAR FAIR ACCESS POLICY</b></p> <p>The governing body of St Paul's Catholic School for Girls is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol.</p>
	<p>There is no charge or cost related to the admission of a girl to this school.</p>

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Appendix

### DEFINITION OF A "BAPTISED CATHOLIC"

#### (For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

*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.*

A "Baptised Catholic" is one who:

Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) 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. *Catechism of the Catholic Church, 1203*). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. 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 *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

#### WRITTEN EVIDENCE OF BAPTISM

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.

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.

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.

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).