

# ST. JOHN FISHER CATHOLIC HIGH SCHOOL, HARROGATE

## ADMISSION POLICY 2016/17

St. John Fisher Catholic High School was founded by the Catholic Church to provide Catholic education for children 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.

The governing body has responsibility for admission to this school. Admission arrangements are consistent with the coordinated scheme operated by North Yorkshire County Council Local Authority, the guidance given by the Diocese of Leeds and in compliance with the School Admission Code which came into force on the **1<sup>st</sup> February 2012**. The following policy applies to all applications received for admission dates for the academic year **2016/2017**, which starts on 1 September **2016**. The policy will be reviewed and re-issued for subsequent academic years to meet any necessary changes, including those required in the School Admission Code.

The governing body intends to admit 196 pupils to Year 7 in the school year that begins in September **2016**. This figure is referred to as the Pupil Admission Number (PAN) applicable to this year group in the school.

Whenever there are more applications than places available, admission to the school will be determined by the Governors giving priority to Catholic applicants, in accordance with the over-subscription criteria listed below.

### Over-subscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority (without any reference to parental preference) as listed below.

1. Looked after children from Catholic families or children from Catholic families who were previously looked after, but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with siblings who attend St John Fisher Catholic High School.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after, but ceased to be so because they became adopted or became subject to a residence or special guardianship order, without siblings who attend St John Fisher Catholic High School
3. Other baptised Catholic children who have brothers and sisters currently attending St. John Fisher Catholic High School

Siblings include children (including step-brothers or step-sisters residing at the same address) who at the time of application expect an older sibling to be on roll (including the School Sixth Form) when a younger child starts at the school.

The Governors will require evidence of Baptism or certificate of reception (see Notes).

4. Baptised Catholic children who live in the following parishes AND who go to the Catholic primary schools serving these parishes.  
Deanery of Harrogate (all parishes): St Joseph, Bishop Thornton; St Edward, Clifford; St Robert, St Joseph and St Aelred, Harrogate; St Mary, Knaresborough; St Wilfrid, Ripon; St Joseph, Wetherby and Our Lady Immaculate, Pateley Bridge.  
Deanery of Selby: St. Joseph the Worker, Sherburn-in-Elmet (served by Barkston Ash Catholic Primary School) and St Joseph, Tadcaster  
The Governors will require evidence of Baptism or certificate of reception (See Notes)
5. Other baptised Catholic children who live in the above named parishes.  
The Governors will require evidence of Baptism or certificate of reception (See Notes).

6. Other baptised Catholic children who go to the Catholic primary schools that serve the above named parishes, but do not live in the defined areas.  
The Governors will require evidence of Baptism or certificate of reception (see Notes).  
  
Siblings include children (including step-brothers or step-sisters residing at the same address) who at the time of application expect an older sibling to be on roll (including the School Sixth Form) when a younger child starts at the school.  
  
The Governors will require evidence of Baptism or certificate of reception (see Notes).
7. Other baptised Catholic children attending a Catholic primary school not listed above.  
  
The Governors will require evidence of Baptism or certificate of reception (see Notes).
8. Other baptised Catholic children.  
The Governors will require evidence of Baptism or certificate of reception (see Notes).
9. Other looked after children or children who were previously looked after, but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
10. Other children who have brothers and sisters currently attending St John Fisher Catholic High School. Siblings include children (including step-brothers or step-sisters residing at the same address) who at the time of application expect an older sibling to be on roll (including the School Sixth Form) when a younger child starts at the school.
11. Other children who go to the Catholic primary schools that serve the parishes listed in criterion 2. Evidence of religious practice both of the child and the parents/guardians will be requested by the Governors from the applicant's minister of religion or an appropriate religious leader
12. Other children who go to a Catholic School not listed in criterion 2. Evidence of religious practice both of the child and the parents/guardians will be requested by the Governors from the applicant's minister of religion or an appropriate religious leader.
13. Other children of other Christian denominations or of other Faiths whose parents or carers are in sympathy with the aims and ethos of this Catholic School and whose application is supported in writing by a minister of religion, or an appropriate religious leader.
14. If all available places are NOT taken up by applicants from the criteria above, they will then be allocated to other applicants.

**Catechumens** are to be given priority next after baptised Roman Catholics in each of the above criteria. Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic church and who are currently preparing to receive the same by regular participation in Sunday Mass and a recognized programme of preparation. A letter from the Catholic Priest preparing the child is required.

### **Tie Break**

In the event of too many applications for the places available and the limit is deemed to fall within a given criterion, there will be a tie breaking procedure to determine who within that criterion will be offered places. Places will be offered to those living nearer the school as measured by straight line distance, using computer software which measures distance between UK postcodes.

### **Application Procedures and Timetable**

All procedures must be completed within the published time limits. The Governing Body cannot be held responsible for any delays in submitting applications or responding to the offer of a place. The Governors may withdraw the offer of a place if either the place is not accepted within the prescribed time-scale or if the information provided on the application form is incorrect or deliberately misleading.

A standard application form from the home Local Authority known as the Common Preference Form (CPF) must be completed and returned on-line or to the Local Authority at the address

specified on that form by 31<sup>st</sup> October **2015**. The school's own Supplementary Information Form (SIF) is available from the school and should be submitted by 31<sup>st</sup> **October 2015** directly to the Headteacher at the school. Parents or carers will be advised of the outcome of their applications on 1<sup>st</sup> March **2016**.

Failure to provide a Common Preference Form (CPF) naming the school would mean that the application is not valid. Failure to provide a Supplementary Information Form (SIF) may mean that the governors will be unable to apply their over-subscription criteria and the applicant is placed in the last criterion.

Applications received after the published closing date will not normally be considered. If, however, the application is late for good reason, e.g. moving into the area after the published closing date, the application will be considered in line with the published over-subscription criteria.

**Appeals procedure** – All parents/carers, whose children are not offered a place, have a statutory right of appeal against the decision to an independent appeal panel. If parents or carers do wish to take this up, then they should write to the Clerk to the Appeals Panel, at the address given on the non-acceptance letter within 21 days of receiving the notice that a place has not been offered.

### **Waiting Lists**

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This list will follow the order of the over-subscription criteria set out above (and not the order in which the applications are received). It will only be applied to offer places up to the admission limit. Names are normally removed from this list on 1<sup>st</sup> January **2017** when the procedure for in-year admissions applies.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Need is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements by the pupil's home Local Authority and is set out in the 1996 Education Act. Details of the separate procedure is set out in the Special Educational Needs Code of practice.

## **IN YEAR ADMISSIONS**

In-year applications will normally only be considered if the roll for the relevant year group is below the pupil admission number (PAN). An exception to this will be made for baptised Catholic children, including traveller children, moving into the specified parishes named in the over-subscription criteria.

### **In-Year Fair Access protocol for hard to place children**

The school will operate its own In-Year Fair Access Protocol for hard to place children. In addition the school will participate in the LA area protocol even when the admission of such children involves admitting children above the pupil admission number.

## **SIXTH FORM ADMISSIONS**

### **Existing Students**

Existing students, who have completed Year 11 at St John Fisher and who wish to join the Associated Sixth Form, will be offered a place provided that an appropriate course is available and the student meets the requisite entry criteria for the course, as specified in the course prospectus. Students will receive comprehensive information and guidance (IAG) on the most appropriate courses available to them.

### **External Students**

St John Fisher has set a limit of 30 places for admission to the Associated Sixth Form from external applicants. Places will be offered subject to an appropriate course being available and the student meeting the requisite entry criteria for the course, as specified in the course prospectus. Students will also need the recommendation from previous subject teachers, indicating self disciplined motivation to make the most of academic potential.

If the number of applicants exceeds 30, the over-subscription criteria for entry to Year 7 will apply. This is subject to the definite confirmation of the acceptance of 30 places, in the absence of a common post-16 co-ordinated application process.

All applicants will be asked to sign an agreement of understanding that St John Fisher is a Voluntary Aided Catholic School with a distinctive ethos. All students in the Associated Sixth Form are required to attend a religious studies lesson each week.

**Families of children who are seeking admission to St John Fisher Catholic High School must be fully aware of the aims of the school in seeking to implement the Catholic Church's mission in Catholic Education and should be fully supportive of the distinctive Catholic ethos and aims of the School.**

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

**Catholic** means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this. This includes the Eastern Catholic Churches.

**Looked After Child** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

**Looked After Children from Catholic Families** this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the governing body should seek to ensure that the child is baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent/carer.

**Twins or Triplets (or multiple births)** where a family of twins or triplets request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

**Live** – in all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admission purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

Due to the wide area served by the School (principally the Deanery of Harrogate) and the complexity of Parish boundaries, details of the Parish boundaries listed in Category 2 of the Over-Subscription Criteria can be obtained from the individual Parish.