

# FINCHLEY CATHOLIC HIGH SCHOOL

## ADMISSIONS POLICY – 2019-20

### Secondary School Transfer - Year Seven

The Governing Body is the admission authority for the School. Boys will be admitted at the age of 11 without reference to ability or aptitude, in keeping with our Catholic and Comprehensive education principles. **The number of intended admissions for September 2019 is 180 which is our Published Admission Number (PAN).**

As a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeates every aspect of the school's activities. It is essential that the Catholic character of the school's education be fully supported by the families of the pupils in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Places will be awarded primarily to applicants who are baptised Catholics.

Applications must be supported by:

Proof of residential address where the applicant lives for more than 50% of the school week, in the form of a Council Tax bill or the Electoral Roll.

Applicants should note the criteria for over subscription and so should support their application with the following:

- A Baptismal Certificate in the Catholic Faith (criteria 1-5 inclusive).
- A current Certificate of Catholic Practice signed by the family's parish priest or by the priest of the parish in which the family normally worship and issued within the last six months (criteria 2-4 inclusive)

### Fair Access

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the Diocese of Westminster for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

### Oversubscription Criteria

Where the number of applications exceeds the intended number of admissions, places will be awarded using the criteria set out below, which will be applied in strict priority order:

1. Catholic looked after children and Catholic boys who have been adopted (or made subject to a child arrangements order or special guardianship order) immediately following having been looked after (in the care of the local authority).
2. Baptised Catholic siblings of current or past pupils of the school with a Certificate of Catholic Practice.

3. Baptised Catholic children of members of staff who are employed by the Governing Body and have been in post for at least two years, at the time of application; with a Certificate of Catholic Practice.
4. Other Baptised Catholic boys with a Certificate of Catholic practice.
5. Other baptised Catholic boys
6. Other looked after male children and children who have been adopted (or made subject to 'child arrangements orders or special guardianship orders) immediately following having been looked after (in the care of the local authority).
7. Non-Catholic children of members of staff who are employed by the Governing Body and have been in post for two years, at the time of application.
8. Boys of other faiths or none.

For the purpose of clarity, the term 'Catholic' means a member of a church that is in full communion with the See of Rome, including the Eastern Catholic Churches.

Governors will give top priority within a category to a boy whose exceptional medical, social or pastoral needs justify a place at this school. Governors will require compelling written evidence from an appropriate professional e.g. doctor, priest or social worker. This evidence must be submitted by the closing date.

In case of applications in any category exceeding the number of places available, places will be offered according to the proximity of the boy's home to the front gate of the school. The distance between these points is calculated using the Council's computerised geographical information system. In the case of equal distance from the school or of more than one applicant from the same family applying for a remaining place, places will be offered by random allocation which will take place in the presence of an independent witness. Where the final place is offered to a child who has a twin/triplet etc applying for a place in the same school year, these siblings will also be admitted.

Requests for children to be educated outside their chronological age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances.

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHC plans by the pupil's home Local Education Authority. Boys with the school named in their EHC Plan will be admitted. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

***Please note, the School is usually heavily over-subscribed and all places have, in recent years, been filled by boys meeting our Catholic criteria.***

All applicants **must** complete their local authority's admissions form which is available from and returnable to the local authority in which the family is resident. Applicants should complete **Finchley Catholic High School's Supplementary Information Form (SIF)** which is supplied in the application pack and is on our website. The local authority's admissions form must be completed by Wednesday 31<sup>st</sup> October 2018. The Supplementary Information Form (SIF) is available from the school and should be completed and returned to the school by Thursday 18<sup>th</sup> October. If you do not complete both the local authority admissions form and the SIF and return them by the relevant closing dates, which are different, the governing body may be unable to consider your application fully and it is possible that your child will not get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applications for criterion 1 must be accompanied by written proof of the child's status from the appropriate authority. Applicants applying under criteria 2, 3 and 4 should submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign the form if he knows you and agrees that you are a practising Catholic family.

Unsuccessful applicants will be invited to join the waiting list which will be maintained in the order of the over subscription criteria until the end of the academic year.

Late Applications for Secondary Transfer will only be considered in the normal admissions round if there are extenuating circumstances for the delay. All such applications will be considered by the admissions authority.

All unsuccessful applicants will be offered a right of appeal. Information on how to register an appeal will be posted on the school website by 28<sup>th</sup> February each year. Appellants will have a minimum of 20 school days in which to lodge an appeal.

The final date for submitting the supplementary information form is Thursday 18<sup>th</sup> October 2018. Notification letters will be sent out by the local authority on behalf of the Governors on March 1<sup>st</sup> 2019.

### **Applications for In-Year Admissions**

Applications for in-Year admissions are made directly to the school. If a place is available and there is no waiting list then the school will inform parents whether or not a place is to be offered. 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. If a place cannot be offered at this time then you may ask for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. The waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and the school will inform parents of an offer of a place.

### **Year 12**

In addition to pupils already on roll and progressing from Year 11, the Governors intend to admit to the Sixth Form students from other secondary schools.

Priority will be given to baptised Catholics, with a Certificate of Catholic Practice who fulfil the entry requirements set out above. However, the admissions panel will also consider applications from those of other faiths and none. The school expects that they and their parents support the Christian ethos of the School.

All internal and external students are required to meet the entry criteria for the courses for which they have applied. Individual course entry requirements can be found in the 6<sup>th</sup> Form Prospectus.

In addition, students applying to the Sixth Form must meet the following general criteria:

- Students wishing to follow any Level 3 courses will be required to have at least grade 5 in their English (either Language or Literature) and Maths GCSEs and an average GCSE score of 5 across all subjects.

- Students studying Level 2 courses are required to have a minimum average points score of 2.5 across all their GCSEs.

### Foot notes

- **‘Parent’** means the adult or adults with legal responsibility for the child.
- **‘Looked After Child’** has the same meaning as in S.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 at the time of making an application to the school).
- **‘Adopted’**. For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/ guardian can give proof of legal adoption.
- **‘Child Arrangements Order’**. A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately prior to the granting of the order qualify under this category.
- **‘Special Guardianship Order’**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately prior to the granting of the order qualify under this category.
- **‘Sibling’**. A sibling is defined as a brother or sister, half brother or half sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer’s partner. Finchley Catholic High School insists the applicant and the sibling already on roll must be living “as part of the same family unit at the same address, Monday to Friday”.
- **‘Home Address’** is defined as the address where a child lives for more than 50% of the school week.
- **‘Catholic’** means a member of a church that is in full communion with the See of Rome, including the Eastern Catholic Churches.
- **‘Certificate of Catholic Practice’** means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests  
<http://rcdow.org.uk/education/governors/admissions/>

**The school must be notified immediately of any changes to the information provided as part of an application. The failure to advise of changes, or any inaccuracy in the information provided, may lead to the withdrawal of the place even if the child has already started at the school.**