

ST. ROBERT OF NEWMINSTER CATHOLIC SCHOOL

Admission Policy for admission into Year 7 September 2017

This admissions policy has been formally adopted by the governing body of St Robert of Newminster Catholic School and Sixth Form College, Washington. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The governing body welcomes applications from all children. The Published Admission Number (PAN) for the school is **210** and the governing body intends to admit up to **210** pupils to Year 7 in September 2017. This number will apply to Years 7 to 11. Separate arrangements are made for admission to Year 12 and are available from the school. Parents are asked to note that admission to any of Years 7 to 11 is no guarantee of entry into Year 12 (sixth form).

In determining admissions the Governors seek to preserve the religious character of this Roman Catholic voluntary aided school.

The Admissions Policy Criteria will be applied on an equal preference basis and the governing body will consider ALL applications on an equal preference method.

Feeder schools

Our Lady Queen of Peace RC VA Primary School
St Bede's Roman Catholic Primary School
St John Boste RC Primary School
St Joseph's RC Primary School Washington
St Michael's RC Voluntary Aided Primary School

Parishes served by the school

St Robert of Newminster Catholic School and Sixth Form College, Washington serves the parishes of:

- **St. John XXIII, Washington/Penshaw**
- **St. Mary's, Easington Lane**
- **St. Michael's, Houghton-le-Spring**

Catchment Area

The Catchment area for St Robert of Newminster School is clearly defined by the boundaries of the parishes served by the feeder schools. A map of the boundaries is available for inspection at the school on request.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Over Subscription Criteria

Where there are insufficient places available to meet all parental preferences, priority for admission will be given to those children who meet the criteria set out below, in order:

- (a) Catholic looked after and previously looked after children.
- (b) Catholic children resident in the catchment area, who are attending a feeder primary.
- (c) Catholic children who are not attending a feeder primary school but are resident in the catchment area.
- (d) Other Catholic children.
- (e) Other looked after and previously looked after children.
- (f) Children of other Christian denominations, who have a brother or sister in Years 7 to 11 attending the school at the time of admission.
- (g) Children of other Faiths, who have a brother or sister in Years 7 to 11 attending the school at the time of admission.
- (h) Other children, who have a brother or sister in Years 7 to 11 attending the school at the time of admission.
- (i) Children of other Christian denominations, who do not have a brother or sister at the school at the time of admission.
- (j) Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
- (k) Children of other Faiths, who do not have a brother or sister at the school at the time of admission.
- (l) Other children attending a feeder primary.
- (m) Other children.

Application Information

Applications must be made on the Sunderland City Council's common application form (CAF). All forms must be returned by the closing date set by Sunderland City Council with all appropriate supporting evidence.

Places will then be allocated by strict application of the above criteria, with no reference to the date of application (but please see "Late Applications" listed below).

Parents will be notified by the Local Authority as to whether or not their child has been allocated a place on 1st March 2017.

Please note: This policy should be read in conjunction with Sunderland City Council's School Admission Guide for Parents which can be found at www.sunderland.gov.uk or by telephoning Tel: 0191 520 5553

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Fair Access Protocol

The school 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 local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. A School Transfer Application Form should be completed and forwarded to the School Admissions Team at Sandhill Centre, Grindon Lane, Sunderland SR3 4EN. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, places will be offered on the basis of distance from the centre of the home address to the main pedestrian entrance of the school building with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using the Local Authority's geographical information system (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the oversubscription criteria which will be maintained until 31st December 2017.

Definition of Catholic: categories (a) – (e)

Catholic means a member of a Church in full 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. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Definition of a Looked After Child: categories (a) and (f)

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 (see the definition in section 22 (1) of the Children Act 1989):

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

Definition of Other Christian Denominations: categories (g) and (j)

Children of other Christian denominations means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

Children of Other Faiths: categories (h) and (l)

If applicants are seeking admission under categories (h) or (l), they must provide a letter of support to confirm their faith membership from their minister or faith leader, or suitable equivalent.

Definition of Sibling (brother / sister): categories (g) - (i)

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling or step sibling where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Definition of School Staff: category (j)

A member of school staff includes all school staff who are under the direct employment of the governing body of St Robert of Newminster Catholic School and Sixth Form College, Washington

Chair of Governors: Fr A Cornforth