

# St Paul's Catholic School

## Admissions Policy and Arrangements for September 2017

### 1. Admissions Criteria for Admission to Year 7 in September 2017

The Published Admission Number for the intake year group is 270 pupils.

In Year 7 Governors will admit pupils using the following criteria in strict precedence once the deadline for admissions applications has been reached:-

- A. Catholic Looked After Children or who have previously been Looked After Children. Parents or Carers must provide a copy of the child's baptism certificate.
- B. Catholic children who belong to families vouched for by their Parish Priest as practising their religion. Parents must provide a copy of their child's baptism certificate. (Parish Priests may vouch for catechumens under this criterion.)
- C. Other Looked After Children or who have previously been Looked After Children.
- D. Children of members of staff who have had a contract of employment with the Governors' of St Paul's for at least two years when the application is made.
- E. Members of other Christian Churches whose parents seek a specifically Christian element in their child's secondary education, whose application is supported by a letter from the vicar or minister of the church they attend. The letter must say that the family are known to practise their religion and that the vicar or minister is happy for the child to be educated in a Catholic school.  
  
(There will be 27 places available to applicants in this category initially. If there are any places still available after allocations are made in Category E then further places will be made available in this category up to the Published Admission Number).
- F. Other Catholic children not known to their Parish Priest whose application is supported by a copy of their baptismal certificate.
- G Any other child.

Within each criterion places will be allocated in the following order:-

1. Siblings of pupils who will be on roll in September 2017.
2. Children on roll at one of the Catholic Partner Primary Schools of St Paul's in Milton Keynes when the application is made. These are Bishop Parker Catholic Primary School, St Bernadette's Catholic Primary School, St Mary Magdalene Catholic Primary School, St Monica's Catholic Primary School and St Thomas Aquinas Catholic Primary School
3. Multiple births: In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group, the following will apply:
  - Both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number for the school.
4. In any situation where the application of the above criteria results in more children with an equal right to admission to the school than the number of available places, the tie-break will be made by a lottery. The names of all those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which

they are drawn will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer from the Pupil Services Section of Milton Keynes Council.

Children with Statements of Special Educational Needs or Education, Health and Care Plan naming St Paul's Catholic School will be given priority for admission within the normal admission round at 11+. This includes children with Statements of Special Educational Needs or Education, Health and Care Plans for whom a place in the visually impaired department, hearing impaired department or the communication department is deemed appropriate. The communication department at St Paul's caters for pupils with Asperger's Syndrome and pupils who are on the autistic spectrum. If St Paul's Catholic school is named on a child's Statement of Special Educational Needs or Education, Health and Care Plan, or an application is made on behalf of the child, this will show that parents are happy for their child to join St Paul's and that they are in sympathy with the ethos of the school.

### **Admission process for admission to Year 7 in September 2017**

The admissions process is largely administered by Milton Keynes Council through its Co-ordinated Admissions Scheme for admission to Secondary Schools.

- The application form must be returned to Milton Keynes Council, or completed on-line, by 31 October 2017.
- The Registrar of St Paul's will send a copy of the St Paul's request for supplementary information. This can be seen at Appendix B. This must be returned to the school by Friday 9 December 2017.
- Parents will be notified of the school place allocated to their child on 1 March 2017 by Milton Keynes Council.
- Parents have the opportunity to appeal to the Governors against a decision not to admit their child. The letter they receive will contain a date by which any appeal must be made.
- If this appeal is unsuccessful parents have the right to appeal to an Independent Appeal Panel.
- The Governors will maintain a waiting list for admission to Year 7 until 31 December 2017. Each time a new child is added to the waiting list then the list will be ranked again in accordance with the school's oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list.

## **2. Admissions Criteria for Admission to Year 12 in September 2017**

The first priority is to our existing pupils and any such who seek a place and have the required qualifications for a course we offer will be given a place in Year 12.

For those not in St. Paul's Catholic School who seek to join Year 12, and who have the necessary qualifications for a course we offer, will be admitted using the following criteria:

- A Children in Care or who have previously been Looked After Children
- B Catholic students, vouched for by their Parish Priest or in possession of a baptismal certificate.

- C Students whose brothers and sisters are already in St. Paul's.
- D Children of members of staff who have been employed at St Paul's for at least two years when the application is made or who have been employed at St Paul's for at least two years when the application is made.
- E Members of other Christian denominations, who wish to join fully into a worshipping community, provided they have a letter vouching for their status as practising members of a congregation from their priest, vicar or minister.
- F Other students willing to accept the whole course (including the RE programme), including members of non-Christian faiths.

The published admission number is 45 students.

In any situation where the application of the above criteria results in more children with an equal right to admission to the school than the number of available places, the tie-break will be made by a lottery. The names of all those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which they are drawn will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer from the Pupil Services Section of Milton Keynes Council.

## **5. Admission to Existing Year Groups**

The following criteria will be used for admission to an existing year group together with the arrangements outlined below.

- A Catholic Children in Care or who have previously been Looked After Children. Parents or Carers must provide a copy of the child's baptismal certificate.
- B Catholic children who belong to families vouched for by their Parish Priest as practising their religion. Parents must provide a copy of their child's baptismal certificate. (Parish Priests may vouch for catechumens under this criterion.)
- C. Other Children in Care or who have previously been Looked After Children.
- D Children of members of staff recruited to fill a vacant post for which there is a demonstrable skill shortage or who have been employed at St Paul's for at least two years when the application is made.
- E. Members of other Christian Churches whose parents seek a specifically Christian element in their child's secondary education, whose application is supported by a letter from the vicar or minister of the church they attend. The letter must say that the family are known to practise their religion and that the vicar or minister is happy for the child to be educated in a Catholic school.
- F Other Catholic children not known to their Parish Priest whose application is supported by a copy of their baptismal certificate.
- G Any other child.

The governors do not seek to admit more than the Published Admission Number to a year group. However, they are aware that families move to Milton Keynes and children from these families need to find places in existing year groups in secondary schools. They are also aware

that there are few, if any, places available in existing year groups in secondary schools in Milton Keynes. They are also aware that St Paul's is the only Catholic or faith school in Milton Keynes and so there will be a specific demand for admission here from families moving into Milton Keynes.

The Governors will try to respond to this demand for places in an existing year group in the following ways:-

- a. If a year group has fewer pupils than its Published Admission Number then applications will be considered using the admissions criteria in the policy.
- b. If a year group has reached or exceeded its Published Admission Number then the following arrangements will apply.
  - i. The Governors do not operate a waiting list for admission other than for Year 7 until 31 December 2017.
  - ii. The Governors will consider applications for children who are moving into Milton Keynes Unitary Authority or the parishes that constitute the catchment area of St Paul's. Any child will not already have a place in a secondary school in Milton Keynes or a secondary school in the catchment area served by St Paul's. Applications will meet one of the admissions categories A-F as outlined in the Admissions Policy.

The Governors' aim is to enable children moving to Milton Keynes to have the opportunity to join St Paul's if they meet one of the admissions criteria. Children who are on roll at another school in the area had this opportunity when they applied to their current school. The Governors continue to be committed to the managed move process agreed between Milton Keynes Secondary Schools to enable pupils to make a fresh start when they are in danger of permanent exclusion from school.

- iii. The Governors will aim to admit no more than a total of 278 pupils to a year group up to the Easter break in Year 8 where there are 9fe in the year group. This will include no more than 28 pupils admitted under Category E of the admission criteria.

The Governors will aim to admit no more than a total of 286 pupils to a year group after the Easter break in Year 9 where there are 9fe in the year group. This will include no more than 29 pupils admitted under Category E of the admissions criteria.

### **Admission Process for Admission to an Existing Year Group**

- In year admissions will be administered by St Paul's Catholic School by the School Registrar, Mrs B Joyce. Parents can obtain an admissions form from the school website [www.st-pauls.org.uk](http://www.st-pauls.org.uk) or by contacting the School Office (Tel 01908 669735). Completed forms must be returned to the Registrar, St Paul's Catholic School.
- Parents will be contacted within five working days either to be offered a place at St Paul's or to be given the reasons why it is not possible to do so.
- Parents whose application was unsuccessful have the right to appeal to the Governors. They must do so within ten working days and the deadline for making the appeal will be included in the letter they receive.

- The Governors will respond to the appeal within ten working days either to offer a place or to say that their appeal was unsuccessful. If the appeal was unsuccessful the letter that parents receive will give details of how they might appeal to an Independent Appeal Panel.

## Appendix A: Definitions of Terms used in the Policy

1. **A Catholic child** is a child baptised according to the rites of the Roman Catholic Church.
2. **'Practising'** means attending Mass weekly for Roman Catholic families. Parents will indicate their parish on the school's supplementary sheet. A list of parishioners will be sent to each parish priest who will vouch for them if they meet this definition of religious practice.
3. By **'parent'** we mean:
  - a. both natural parents
  - b. any person who, although not a natural parent, has parental responsibility for a child; or
  - c. any person who, although not a natural parent, has care of the child.
4. By **sibling** we mean children living within the same household. Typically this will be brother(s) and sister(s), or children with the same person having parental responsibility.
5. By **'Looked After Child'** we mean a child in public care. or who has previously been a Looked After Child.
6. By **'Previously Looked After Child'** we mean a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.
7. By **'The Catchment Area'** we mean areas that are served by the following parishes: Christ the King Kents Hill, Our Lady of Lourdes Coffee Hall, Sacred Heart Leighton Buzzard, St Augustine Heelands, St Bede Newport Pagnell, St Bernadine of Siena Buckingham, St Edward the Confessor Shenley Church End, St Francis de Sales Wolverton, St Mary Woburn Sands, St Mary Magdalene Stony Stratford, St Thomas Aquinas and All Saints Bletchley, St Alban Winslow, Our Lady Help of Christians and St Lawrence Olney.
8. By **'Milton Keynes Unitary Authority'** we mean the area within the geographical boundaries of the Authority.
9. A **"Christian"** is a member of a Christian Church which is recognised as a full member of Churches Together in Britain and Ireland, or the Evangelical Alliance or, otherwise, which believes the Nicene Creed, at the time Governors make their decision on admissions.



Ministerium Tuum Imple Love | Serve | Do the best that is possible

**Application to St Paul's Catholic School – September 2017**

<b>Child's details</b>	Please fill in your child's details below
Surname	
Forename	
Date of birth	
Male/Female	
Parent/Carer name	
Home address	
Postcode	
Home Telephone	
Mobile phone number	
Present school	

Please indicate with a tick in the box which category you are applying for

CAT	CRITERIA	PLEASE TICK
A	Catholic Children in Care of Local Authority <b>*If you tick this category please state which parish you attend and attach a copy of the child's baptismal certificate</b>  .....	
B	Catholic children who belong to families vouched for by their Parish Priest as practising their religion (Parish Priests may vouch for catechumens under this criterion.) <b>* If you tick this category please state which parish you attend and attach a copy of your child's baptismal certificate.</b>  .....	
C	Other Children in Care of Local Authority	
D	Children of members of staff who have been employed at St Paul's for at least two years when the application is made.	
E	Members of other Christian Churches whose parents seek a specifically Christian element in their secondary education whose application is supported by a letter from the vicar or minister of the church they attend. The letter must say that the family are known to practise their religion and that the vicar or minister is happy for the child to be educated in a Catholic School. <b>*If you tick this category please attach a letter of support from the vicar or minister of the church you attend.</b>	
F	Other Catholic children not know to their Parish Priest whose application is supported by a copy of their baptismal certificate. <b>*If you tick this category please attach a copy of your child's baptismal certificate.</b>	
G	Any other child	

**\*Supporting documentation must accompany this application form. If no supporting documentation provided for Category B, E or F the child will be Category G.**

Name of sibling at St Paul's school who will be on roll in September 2017

.....Tutor group .....

Parent signature ..... Date .....

**Please return this form, with supporting information, to Admissions September 2017, St Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes, MK6 5EN**