

BISHOP CHALLONER CATHOLIC FEDERATION OF SCHOOLS ADMISSIONS POLICY FOR ADMISSIONS IN SEPTEMBER 2023

GIRLS SCHOOL including SIXTH FORM

Bishop Challoner Catholic Federation of Schools was founded by the Church to provide education for Catholic students who will have priority in accordance with this policy.

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

The Tower Hamlets Co-ordinated Scheme

The Girls' School is its own admission authority and its Governing Body decides on applications for places in the school. In common with other maintained schools in the Borough, the school participates in the Tower Hamlets Borough co-ordinated scheme for admissions. Applicants will need to complete their form using the e-admissions system and submit to Tower Hamlets by **31 October 2022**. Tower Hamlets will make offers on behalf of the school. Applicants from other Boroughs will need to complete their application using their own Local Authority e-admissions website. Paper forms are also available from the LA on request.

The Supplementary Information Form

In addition to completing your Tower Hamlets application form, the school strongly encourages parents to complete the school's Supplementary Information Form (SIF). Completion of the SIF allows the school to collect the necessary information needed for full consideration of applications by the Governing Body in the event that the school is oversubscribed and oversubscription criteria (see below) need to be applied. If an applicant does not complete the SIF, the Governing Body will apply the school's oversubscription criteria using only the information submitted on his or her Local Authority Form. This may result in the application being given a lower priority against those criteria due to lack of available information. Supplementary Information Forms are available from the Clerk to the Admissions Committee at the school and at ccampbell@bishop.towerhamlets.sch.uk. The SIF should be completed and returned to the school by **31 October 2022**

The Sixth Form

The school operates a sixth form for a total of 250 pupils. 130 places overall will be available in Year 12. While the admission number is 130, if fewer than 100 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until Year 12 meets its capacity of 130.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. For A Level courses students require a score of 45 from their best 8 subjects, including a Grade 5 in English Language and Mathematics. For

Vocational courses the criteria is a score of 35 from their best 8 subjects, including a Grade 4 in English Language and Mathematics.

When year 12 is undersubscribed all applicants meeting the minimum academic requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Pupils with an Education, Health and Care Plan (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the EHC Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

Published Admission Number

The Governing Body intends to admit 150 Girls in Year 7 in the school year which begins 1st September 2023.

Oversubscription Criteria

Where there are more applications for places than the total of 150 places available (after allowing for students with an EHC Plan naming the school). Children with this school named in their EHC Plan will be admitted. Places will be offered according to the following order of priority. In the past 3 years' governors have been able to offer places in all categories.

1. Catholic looked after girls' and Catholic girls' who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been looked after or in state care in the UK or abroad.
2. Baptised Catholic girls with a Certificate of Catholic Practice
3. Baptised Catholics
4. Other looked after girls' and girls' who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been looked after or in state care in the UK or abroad
5. Catechumens and baptised children of Eastern/Orthodox Churches where the application has either a certificate of baptism or a letter confirming membership of the faith community.
6. Christians as evidenced either by a certificate of baptism or by a letter confirming membership of the faith community from the applicant's vicar, priest or equivalent religious leader.
7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship. These applicants should provide a letter from their religious leader confirming membership of the faith community.

8. Any other applicant

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criterion 2 must 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.

<http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%practice%202015.pdf>

It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this certificate if he knows you and agrees that you are a practising Catholic family.

Multiple Births

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.

Exceptional Needs

The Governors will give top priority within a category to children in respect of whom the Governors are satisfied that there is a well-documented pastoral, social or medical reason showing that it is essential for the child to attend the school, and that their needs cannot be readily met by any other school. All evidence that the applicant wishes the Governing Body to take into account must be supplied to the school at the time of application and it must include support from either a registered medical practitioner, parish priest or a local authority social worker.

Tie-Breaker

If the school is oversubscribed in any of the above criteria, (i.e. the remaining number of places is less than the number of children meeting relevant criterion) priority will be given in the following order:

- a. To applicants with a sibling (which includes adopted, half, step and foster siblings) attending either the Girls' school, Girls' school or Sixth Form and is expected to be attending that school at the date of intended admissions. If there are more children qualifying under this rule than there are available places, the further distance tie-breaker below will apply to allocate places to them.
- b. To applicants who are on roll at one of the school's main feeder primary schools.
These are listed below in alphabetical order:

St. Agnes Primary School
St. Anne's and Guardian Angels Primary School
Cubitt Town Primary School
St. Edmund's Primary School
St. Elizabeth's Primary School
English Martyrs Primary School
St. Luke's Primary School
St. Mary and St. Michael's Primary School
St. Monica's Primary School (Hackney)
Our Lady and St. Joseph's Primary School

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this School, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system. 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 and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form [(excluding admission to year 12)] available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to **Mrs Stella Campbell, Admissions Manager, Bishop Challoner Catholic Federation of Schools by 31st October 2022.**

You will be advised of the outcome of your application on 1st March 2023 or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2022.

Late Applications Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside 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 **Mrs Stella Campbell, Admissions Manager, Bishop Challoner Catholic Federation of Schools** at the same time as the admission application is made. 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, including the headteacher's 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, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **Thursday 20th July**.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

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. Application should be made **to the school** by contacting **Mrs Stella Campbell, Admissions Manager, Bishop Challoner Catholic Federation of Schools** – www.bishopchallonerfederation.towerhamlets.sch.uk

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

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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 locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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 a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. **'catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. **"Children of other Christian denominations"** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a

deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. **“Children of other faiths”** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
8. **‘brother or sister’** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A **‘parent’** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. A child’s **“home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.