



St Ursula's Convent School

A Humanities College and Teaching School

ADMISSIONS POLICY 2019-2020

Policy reviewed annually by:

**HEADTEACHER
GOVERNORS**

Reviewed	Agreed by Governing Body	Next review
February 2017	February 2017	2018

St Ursula's Convent School

Admissions Policy and Procedures 2019/2020

St Ursula's Convent School is a voluntary aided secondary school founded to provide education for Catholic girls of all abilities. The Governing Body is the admissions authority.

The planned number for admissions in September 2019 is 130.

Applying for a place

The Governors welcome applications for admission from girls of all abilities and will consider all application forms received by the school by the prescribed closing date. The governing body will give priority to baptised Catholic girls with evidence of regular practice. St Ursula's Convent School consistently receives more applications than there are places.

Parents/carers must make application for admission to Year 7 by completing the Common Application Form (CAF) provided by the local authority where the pupil lives. The closing date for the local authority to receive the CAF is set nationally and will be 31 October 2018. Applications for places in other year groups can be made at any time.

In addition to the CAF supplied by the local authority, please complete the Supplementary Information Form (SIF), available for download from the school's website or from the local authority. This should be returned directly to the school by 31 October 2018. Even if the CAF is completed online, the Governors require a paper version of the SIF supplied with the original baptism certificate which will be copied and returned to you. If a completed SIF is not received, the governing body of the school will only be able to consider your application after all the applicants who have completed the Supplementary Information Form.

These admission arrangements will be determined in February 2018 for admission from September 2019.

Criteria for admission

Where the number of applications for places exceeds our pupil admission number of 130, the governors will offer places in the following order of priority:

1. Looked-after* baptised Catholic children or looked-after children in the care of Catholic families and previously looked-after baptised Catholic children who have been adopted or who have become subject to a child arrangements or special guardianship order, immediately following having been looked after.
2. Baptised Catholic girls (a certificate of Baptism must accompany the Supplementary Information Form).

3. Commitment to the Catholic faith demonstrated by regular attendance at the Mass of Sunday by the (baptised) child and family* (as evidenced by the Priest in your usual parish of worship) over a period of three years.
4. Other baptised Catholic children.
5. Other looked-after children and other previously looked-after children who have been adopted or who have become subject to a child arrangements or special guardianship order, immediately following having been looked after.
6. Children of other Christian denominations. Commitment must be demonstrated by evidence endorsed by a priest, minister or religious leader where the family regularly worships.
7. Children of other faiths. Commitment must be demonstrated by evidence endorsed by a priest, minister or religious leader where the family* regularly worships.
8. Other girls.

Priority

Where it is necessary to choose between applicants either within the category of criterion 2 and/or 3 above, priority will be given to those girls whose applications show the greatest degree of religious practice. Evidence scrutinised will include the priest's endorsement form showing degree of practice and evidence of baptism:

(i) The child and family's* regular attendance at the 'Mass of Sunday.' The frequency of Mass attendance as shown on the SIF, is assessed by the parent/carer and the priest selecting from *weekly, fortnightly, three weekly, monthly, occasionally or never*, as their pattern of worship over a period of three years prior to date of application. Weekly attendance will be given the highest priority. This evidence must be endorsed by a priest (signature) and sealed with the parish seal (Canons 1246, 1247 and 1248 of the current Code of Canon law). In the event there is a discrepancy between the pattern of worship as stated by the family and that endorsed by the Priest, the Priest's endorsement will be the pattern of worship that will be taken into account.

If a pupil and her family have lived in a parish for fewer than two months at the time of application, they may seek support from the parish priest of their previous parish.

If a parish priest has been in post for fewer than two months at the time of application, or away from the parish long-term, the governors will accept a signature from the previous parish priest who knows the applicant. In this case, the parish priest should countersign.

(ii) Date of baptism as evidenced by the original certificate, presented with the SIF (Canons 867).

This means that applications will first be filtered by weekly worship, followed by fortnightly, three weekly, monthly, occasionally or never. In each category, applications will be ranked by date of baptism.

- (iii) Where there is a tie-break (more than one pupil having an equal ranking based on the above), preference will be given to applicants who have a named sibling attending St Ursula's Convent School at the time of admission in September 2018. Siblings are defined as "sisters" which means children who live at the same address as sisters (including natural sisters, adopted siblings, stepsisters and foster sisters). It would not include other relatives, for example, cousins.
- (iv) In the event of oversubscription in any of the above categories, places will be randomly allocated.

Definitions:

For our admissions, Catholic children are defined as those who are baptised or received into the Catholic Church; children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

*Family is defined as the child and one parent/carer where the child lives. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary education provision, with a GP and, if applicable, the address of the parent who is receipt of Child Benefit or Child Tax Credits for the child. Evidence will be required for children who reside with a relative or carer other than a parent.

*Looked after: a 'looked after child' is a child who is in the care of an English or Welsh local authority, including foster care.

Late applications

Applications made after the closing date will be processed by governors once the allocation procedure for on-time applications has been finalised. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Waiting list

The School will keep a Waiting List which will be reviewed annually. The order in which applicants appear on the waiting-list will be determined according to the same criteria as the admissions. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. When a child is directed under the local authority's fair access protocol they will take precedence over those children already on the waiting list.

Fair Access Protocol

St Ursula's Convent School participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

In-year admissions

Applications for a place at the school in-year must be made directly to the school, using the SIF. Applications can be made at any time. The above admissions criteria will apply. In the event of not being able to offer a place at that time, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the school address. Parent/Carers have the right to make oral representations to the Appeal Panel.

Pupils with a Statement of SEN or Education, health and care (EHC) plan

The admission of pupils with Statements of EHC Plans is dealt with under a different procedure, set out in the SEND Code of Practice. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Any child who has a statement of special education needs (SEN) or an Education Health and Care (EHC) Plan that names the school must be admitted without reference to the oversubscription criteria.

Twins/children of multiple birth

Additional children may be admitted under very exceptional circumstances. This will be in instances where children are twins and children from multiple births when one of the children is the 120th child admitted.

Children educated outside the chronological year group

If you would like to request for your child to be educated outside their normal age group, you must still make an application for a school place. You will need to put your request in writing to the local authority. You may provide supporting documentation should you wish to do so. Please seek further advice from the local authority: contact the Families Information Service at fis@royalgreenwich.gov.uk or on 020 8921 6921.



St. Ursula's Convent School

A HUMANITIES COLLEGE AND TEACHING SCHOOL

Supplementary Form - Information about Religious Practice

This must be completed and returned to the school in order to complete your application

Section A: To be completed by the parent/carer

Section B: To be completed by the Priest

The completed form must be returned to the school by 31 October 2018.

It is recommended that you submit your form before the half-term holiday.

SECTION A:

1 Child's details:

Surname: _____

Christian name(s): _____

Home address: _____

Postcode: _____

Date of birth: _____

Date of baptism: _____

2 Details of parent/carer:

Surname: _____

Christian name(s): _____

Home address (if different from above): _____

Postcode: _____

Daytime telephone number: _____

3 Will the child have a sibling attending St Ursula's Convent at time of admission (from September 2019)?

Full name: _____ Class: _____

4 Religion:

Please state to which denomination each of the following belongs (for example, Roman Catholic, Anglican etc. 'Christian' is insufficient).

Child: _____

Parent/carer: _____

5 Your place of worship:

When giving the name of a parish, please also give the name of the church. For example: *Holy Cross, Catford; Our Ladye, Star of the Sea, Greenwich or St Saviour's, Lewisham.*

Name of parish: _____

Address: _____

Name of Parish Priest: _____

Name of the priest to whom you are known: _____

How long have you attended? _____ years _____ months

With whom does the child attend Mass? _____

6 Attendance at the 'Mass of Sunday'

(Please circle the one which applies to you)

	Weekly	Fortnightly	Three weekly	Monthly	Occasionally	Never
Child	Has this pattern of attendance been followed for at least three years?					

	Weekly	Fortnightly	Three weekly	Monthly	Occasionally	Never
Parent/ carer	Has this pattern of attendance been followed for at least three years?					

Signed: _____ Date: _____

SECTION B:

To be completed by the Priest and returned to the school by the **31 October 2018**.

Priest's reference

Dear Reverend Father,

An application has been made for the child named on page 1 to be admitted to St Ursula's Convent School, where priority is given to committed Roman Catholic families and children. In interpreting Catholic commitment and practice, the Governors take into account frequency of attendance at Mass. We would be grateful if you would complete the following questions. Thank you for your help.

Please circle all which apply:

The child is known to me	Yes	No
The parent/carer is known to me	Yes	No

Attendance at the 'Mass of Sunday'

Child	Weekly	Fortnightly	Three weekly	Monthly	Occasionally	Never
	Has this pattern of attendance been followed for at least three years? Yes / No					

Parent/ carer	Weekly	Fortnightly	Three weekly	Monthly	Occasionally	Never
	Has this pattern of attendance been followed for at least three years? Yes / No					

Please comment only to clarify Mass attendance above.

Your name: _____

Parish: _____

Tel no: _____

Signature: _____

Please add the Parish stamp/seal.