



# St Ursula's Convent School

## ADMISSIONS POLICY 2023-2024

**Policy reviewed annually by:**  
  
**GOVERNORS**

<b>Reviewed</b>	<b>Agreed by Governing Board</b>	<b>Next review</b>
November 2018	November 2018	November 2019
November 2019	November 2019	October 2020
November 2019	October 2020	October 2021
November 2021	February 2022	October 2022

# Admission Policy 2023 – 2024

## Information on the School

St Ursula's Convent School is a Catholic secondary school founded to provide education for Catholic girls. Having consulted with the South Diocese Education School Commission, LA, and other admission authorities, 135 pupils of all abilities will be admitted into year 7. The Open Day is held in September in the academic year prior to admission. On this day there is a guided tour of the school and talks by the headteacher and other relevant staff.

## Applying for a place

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (SIF) should be completed by applicants applying under the faith criteria and sent to the school no later than 31 October. Original Baptism certificates must be presented with the application. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the Governing Board of the school will consider the application under criterion 5 or 8. A hard copy of the Supplementary Information Form is available from the school office and the Local Authority. It may also be downloaded from the School and Council's website.

## Criteria for Admission

Where the number of applications on behalf of the children exceeds 135, the governors will offer places, in the order stated using the following criteria:

1. Looked after Baptised Catholic children\*, looked after children in the care of Baptised Catholic families and previously looked after Baptised Catholic children who have been adopted or become subject to a residence order or special guardianship order. (Evidence of guardianship/residency must be provided). *This also includes internationally adopted previously looked after children (IAPLAC), i.e. those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.*
2. Baptised Catholic children from committed Catholic families with siblings in Years 7 to 11 who are on roll at the school at the time of admission. \*\*
3. Baptised Catholic children from committed Catholic families.
4. Other Baptised Catholic children.
5. Other looked after children or children who were in care but since have been adopted or become subject to a residence order or special guardianship order. *This also includes internationally adopted previously looked after children (IAPLAC), i.e. those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.*
6. Children of other Christian denominations. Evidence provided must be endorsed by a priest, minister or religious leader where the family regularly worship.

7. Children of other faiths. Evidence provided must be endorsed by a priest, minister or religious leader where the family regularly worships.
8. Other children.

*\* Catholic children are those who have been baptised or received into the Catholic Church including members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Evidence of baptism or reception into the Church must be provided at the same time as the supplementary form is returned to the school.*

*\*\*Family is defined as being the parent or carer the child lives with. For address verification purposes, it would be helpful if you are also a named person registered to pay Council Tax at your address. A residence order or other court order is required for children who reside with a relative or carer other than a parent. Sibling is defined as children who live as sisters, including natural, half- and step-sisters. It does not include other relatives, e.g. cousins or unrelated children who live at the same address. Sibling refers to a sister/s in Years 7 to 11 at the point of admission.*

If your child lives equally between both parents, we consider the principal home address as being the address at which your child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of state benefits for your child.

The following order of priorities will be applied when it is necessary to decide between applications within any of the above categories:

A. The strength of evidence of commitment to the Catholic faith\* as demonstrated by:

(i) The child's and at least one of the parent/carer's mass attendance on Sundays and Holy Days. The frequency of Mass attendance as shown on the supplementary form. Applications will therefore be ranked weekly, fortnightly, monthly and occasionally, with weekly attendance being given the highest priority. This evidence provided must be endorsed by a priest and sealed with the parish seal. (Canons 1246, 1247, and 1248 of the current Code of Canon law).

B. Medical or social grounds that make the school particularly suitable for the child. Strong and relevant evidence must be provided by the appropriate authority (e.g. qualified medical practitioner) at the time of application. The Governing board will seek advice from medical or teaching professionals where appropriate.

C. Children that live closest to the school. Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site. In the event that two or more applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation.

\* This is not applicable to children in categories 5 and 8

### **Offers**

Offers of places will be sent to parents on the common offer date 1 March 2023.

### **Waiting List**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list. The waiting list will be operated using the same admission criteria listed above. 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. The waiting list will stay open until 31 December 2023.

### **Late Applications**

If all the places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list.

### **Withdrawal Offer**

The Admissions Committee reserves the right to verify any information supplied and to require further evidence where fraudulent or deliberately misleading or incorrect information has been supplied and that information has led to a place being offered which would not otherwise have been offered, the Admissions Committee reserves the right to withdraw the offer.

### **Appeals**

Parents whose application for places is unsuccessful may appeal. All appeals are heard by an Independent Appeal Panel set up in accordance with the Schools Standards & 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 Admissions Appeal Clerk at the school address.

The deadline for submitting an appeal form is 25 March 2023 so that hearings can take place in the May/June. If you submit an appeal form after this date, it is likely that your appeal will not be heard until the following September.

### **In –Year Admissions**

Families wishing to apply for a place at the school during the academic year must apply directly to the school. Completion of a Supplementary Form will be required if applying as a faith entrant. The published admission criteria for the year of application will apply.

### **Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC plan naming the school will be admitted without reference to the above criteria.

### **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 the Admissions Committee at the school at the same time as the admission application is made. The governing board will make its decision about the request based on the circumstances of the 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 board will take into account the views of the parents and of medical and/or education professionals, as appropriate.

### **Fair Access Protocol**

The 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 2021. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group. Children placed through the Fair Access system take priority over children on a school's waiting list and those awaiting appeal.

### **General Data Protection Regulation**

Admissions data will be retained by St Ursula's Convent School for one year. It will then be securely destroyed. We share Admissions information with the Local Authority to facilitate the Admissions process and it may need to be shared with an Admissions Appeals Panel as part of the judicial process.



# St. Ursula's Convent 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 2022**.

It is recommended that you submit your form before the half-term holiday (Friday 21 October 2022).

### 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: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3 Will the child have a sibling attending St Ursula's Convent school at the time of admission (from September 2023)?**

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
<b>Child</b>	Has this pattern of attendance been followed for at least three years? Yes / No					

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B:**

To be completed by the Priest and returned to the school by the **31 October 2022**.

**Priest's reference**

Dear Reverend Father,

An application has been made for \_\_\_\_\_ (**Child's Name**) 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	<b>Yes</b>	<b>No</b>
The parent/carer is known to me	<b>Yes</b>	<b>No</b>

**Attendance at the 'Mass of Sunday'**

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

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

Please comment only to clarify Mass attendance above.

Your name: \_\_\_\_\_

Parish: \_\_\_\_\_

Tel no: \_\_\_\_\_

Signature: \_\_\_\_\_

Please add the Parish stamp/seal.