

Admission Policy 2025/26

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 Southwark 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 late 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

All applicants must complete and return the Local Authority e-Admissions form, which can be found at <https://www.eadmissions.org.uk>, stating St Ursula's Convent School as a preference. Also, you will need to complete our St Ursula's Supplementary Information Form (SIF) which is found at <https://www.stursulas.com/admissions/policies/>. This is to be returned directly to St Ursula's with the appropriate documents. In applying for a place at St Ursula's School, it is understood that parents/carers accept the aims and ethos of a Catholic school and commit to support its distinctive nature. This does not affect the right of parents/carers who are not of the Catholic faith to apply and be considered for a place here.

Copies of additional evidence, eg. Certificate of Practice signed by the Parish Priest at the church(es) where you regularly attend Mass, or Baptismal certificate etc, as set out below, **MUST** be returned to the Admissions Officer at the school.

Criteria for Admission

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

- 1)** Looked after Catholic children and all previously looked after Catholic children who have been adopted, or who have become the subject of a child arrangement order, or special guardianship order. Catholic children who appear (to the Admissions Authority) to have been in State care outside of England, and cease to be in care outside of England as a result of being adopted.
- 2)** Baptised Catholic children – a baptismal certificate or evidence of being received into the Catholic church must be provided to the school before the closing date for application.
- 3)** Looked after children and all previously looked after children who have been adopted, or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the Admissions Authority) to have been in State care outside of England, and cease to be in care outside of England as a result of being adopted.
- 4)** Children enrolled in the catechumenate – evidence of enrolment must be provided to the school before the closing date for application.
- 5)** Children who are members of Eastern Rite Catholic Churches - evidence of baptism

must be provided to the school before the closing date for application.

6) Children who are members of other faiths, churches and denominations - evidence of baptism/dedication, or evidence of membership must be provided to the school before the closing date for application.

7) Any other children.

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

- A A sister already attending the school at the time of admission. Evidence of the relationship may be required. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last ranked within the school's published admission number.
- 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. Measuring distances from home to school are undertaken by Greenwich Local Authority.

** 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.*

***Family is defined as being the parent or carer the child lives with for address verification purposes. 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, eg. 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 with a GP and, if applicable, the address of the parent who is in receipt of state benefits for your child.

NOTES

Offers

Offers of places will be sent to parents on the common offer date 1 March 2024.

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 2025.

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. Information regarding appeals can be found on the school's website within the Admissions tag.

In-Year Admissions

Parents wishing to apply for a place at the school during the academic year must apply directly to the school. The published admission criteria for the year of application will apply. Copies of all relevant supporting documents as set out above must be provided to the school before consideration of accepting the child has been made.

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 in exceptional circumstances, eg. if a child 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.