

**Admission Arrangements for the academic year  
2022/2023**

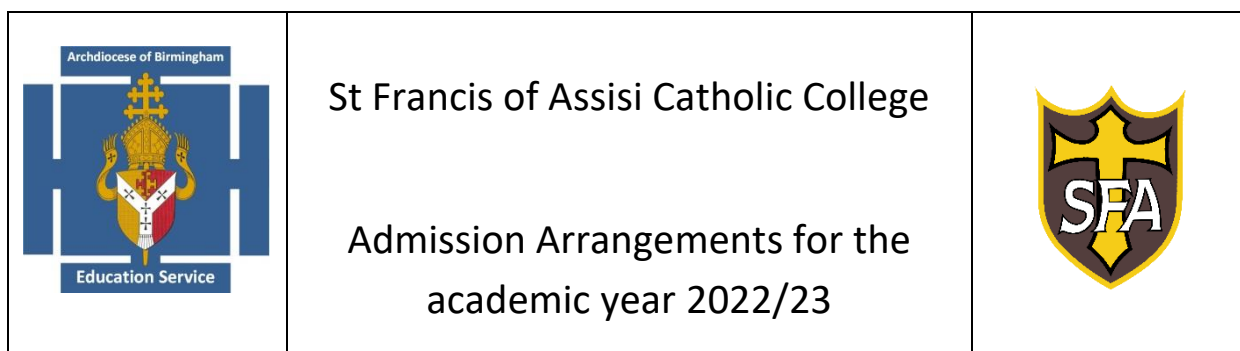
**St Francis of Assisi Catholic College**



**Approved by:** Full Governing Body

**Date:** April 2021

**Next review due by:** 15/02/2023



The admissions process for St Francis of Assisi Catholic College is part of the Walsall Local Authority co-ordinated admissions scheme. To apply for a place at St Francis of Assisi Catholic College in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming St Francis of Assisi Catholic College on the application. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2022, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent relates to any individual with responsibility for a child for whom an application is being made.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. As 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 parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 180 pupils to be admitted to Year 7 in the school year which begins in September 2022. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority firstly to children who have a brother or sister already attending St Francis of Assisi CC (see Note 4) and then to children living closest to the school determined by the shortest distance (see Note 6 below).

A map of the parish boundary is available at the school and parish or by post on request.

## Oversubscription Criteria

- CATEGORY A** Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
- CATEGORY B** Baptised Catholic children (see Note 2 below) attending the Roman Catholic Primary Schools in the parishes which St. Francis of Assisi is designed to serve:
- These are:
- St Mary of the Angels Catholic Primary, Aldridge
  - St Francis Catholic Primary, Shelfield
  - St Anne’s Catholic Primary, Streetly
  - St Bernadette’s Catholic Primary, Brownhills
  - St Gabriel’s Catholic Primary, Tamworth
  - St Elizabeth’s Catholic Primary, Tamworth
  - St Joseph’s Catholic Primary, Lichfield
  - Ss Peter & Paul Catholic Primary, Lichfield
  - St Mary’s the Mount Catholic Primary, Walsall
- CATEGORY C** Baptised Catholic children (see Note 2 below) who currently live in the Parish area of a designated Catholic feeder school who are not currently attending the designated Catholic feeder school.
- CATEGORY D** Other Baptised Catholic children (see Note 2 below).
- CATEGORY E** Non-Catholic children who are looked after or previously looked after (see Note 3 below).
- CATEGORY F** Non Catholic children who attend the feeder schools listed in Category B (see Note 5 below).
- CATEGORY G** Other non-Catholic children, including those who have a brother or sister in the Dyslexia Unit.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child’s chance of being offered a place at this school.

**Note 3**

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes 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.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

**Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

**Note 5**

The named feeder schools for St Francis of Assisi Catholic College are:

St Mary of the Angels Catholic Primary, Aldridge

St Francis Catholic Primary, Shelfield

St Anne’s Catholic Primary, Streetly

St Bernadette’s Catholic Primary, Brownhills

St Gabriel’s Catholic Primary, Tamworth

St Elizabeth’s Catholic Primary, Tamworth

St Joseph’s Catholic Primary, Lichfield

Ss Peter & Paul Catholic Primary, Lichfield

St Mary’s the Mount Catholic Primary, Walsall

**Note 6**

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority’s computerised measuring system with those living closer to the school receiving the higher priority.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child’s year group to be exceeded the Governing Body will randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s published admission number.

A child’s home address is considered to be a residential property that is the child’s only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2023, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2023 when applications open in the autumn term of 2022. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

## **CHANGE IN PREFERENCE**

Once an application has been submitted preferences can be amended up to the closing date of 31 October 2022. After the closing date any changes to preferences will be treated in accordance with the late application policy.

## **WAITING LIST**

Children who have not been offered a place at St Francis of Assisi Catholic College but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until 31<sup>st</sup> December 2022 and will then be discarded. Parents may apply to St Francis of Assisi Catholic College for their child's name to remain on the waiting list until the end of the academic year 2022/2023 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## **IN YEAR FAIR ACCESS PROTOCOL**

The Governing Body of St Francis of Assisi Catholic College 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 when admitting the child would mean exceeding the published admission number.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (IN-YEAR ADMISSIONS)**

The Local Authority will coordinate the midyear admission process for applications to all Walsall primary and secondary schools and academies.

The local authority will issue a Midyear Admission Preference Form which is a Common Application Form to be used by parents to apply for admission to any Walsall maintained mainstream secondary school or academy.

Parents may obtain copies of the Midyear Admission Preference Form from schools or from the Local Authority and the completed application should be submitted to the Admissions and Pupil Place Planning Team.

Any supplementary information forms required by a school must be returned to the relevant school. Where a parent completes a supplementary form it will not be regarded as a valid application unless the parent has also listed a preference for the school on the Local Authority's Midyear Admission Preference Form.

The Local Authority will write to the parent on behalf of the school to let them know the outcome of their application.

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

Where the Governing Body's decision is to refuse their child a place, they have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **ADMISSION TO THE SIXTH FORM**

The school operates a sixth form for a total of 258 pupils. The PAN is 1; if fewer than 174 of the school's existing students transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 175.

Applications for the Sixth Form should be made directly to the school using the application form available from the school's website where the Post-16 Prospectus can also be found. Completed application forms must be returned by the date specified in early January 2022.

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. Places are offered to all of those students who have applied Level 3 courses subject to the following conditions:-

- One of the three pathways for entry in September 2022 is met. (See prospectus)
- A minimum of 5 GCSEs are attained at grade 4 and above
- Specific subject entry requirements are met as outlined in the prospectus.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry 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.

Where there is space in Year 13, i.e. where there are fewer than 83 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing body will give priority firstly to children who will have a brother or sister (see Note 4 above) attending

St Francis of Assisi Catholic College at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

#### OVERSUBSCRIPTION CRITERIA FOR SIXTH FORM

1. Baptised Catholic children (see Note 2 above) who are looked after or previously looked after (see Note 3 above)
2. Other Baptised Catholic children (see Note 2 above)
3. Non-Catholic children who are looked after or previously looked after (see Note 3 above)
4. Other Non-Catholic children

#### APPENDIX

##### DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

##### WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.



Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)