



The admissions process for St Francis of Assisi Catholic College is part of the Walsall Local Authority coordinated 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 form. Applications need to be made by 31<sup>st</sup> October 2022. 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 2023, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

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. 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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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 (PAN) pupils to be admitted to Year 7 in the school year which begins in September 2023. (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 will have a brother or sister (see Note 4 below) 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 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2023/2024.

## 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 the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

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 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 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 and includes those children who appear (to the governing body) 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 civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

**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.

If the home address is a flat or apartment and there is more than one flat at the same address priority will be given to applicants living at the lowest numbered flat and/or the flat on the lower floor.

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 refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority’s Common Application Form.

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 provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school 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 main 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 is gifted and talented, 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 2024, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2024 when applications open in the autumn term of 2023. 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>

### **APPEALS**

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

## **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. This states that all applications received after the closing date of 31<sup>st</sup> October 2022 will be classed as late applications.

Applications received between 1<sup>st</sup> November 2022 and 29<sup>th</sup> November 2022 may be considered as on time but only where there are exceptional circumstances, for example:

- Where the family was unable to complete the on-line form by the closing date because they moved into the borough of Walsall after the closing date of 31<sup>st</sup> October 2022.
- The family was unable to comply with the admission timetable because of exceptional circumstances which prevented the on-line form being submitted on time.
- When a lone parent has been ill for some time.

In these cases the circumstances must be given in writing at the time of application and attached to the Late Preference Form. They will then be verified by the Executive Director of Children's Services, Walsall Council.

Applications received between 30<sup>th</sup> November 2022 and 28<sup>th</sup> February 2023 will be considered only after all other applications received on time.

Please note that any change in preference after the closing date will be regarded as a late application and will be considered under the above policy.

You are encouraged to ensure that your application is received on time.

## **CHANGE IN PREFERENCE**

Up to the closing date of 31<sup>st</sup> October 2022, parents may change their preferences if they wish to do so. After the closing date any change in preference, other than in exceptional circumstances, will be regarded as a late application and will be considered under the published late application policy. Documentary evidence is required to support claims of exceptional circumstances.

## **WAITING LIST**

In addition to their right to appeal, children who have not been offered a place at St Francis of Assisi 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 2023 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 summer term 2024 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 on the waiting list who attend a named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2023 will be re-ranked to take into account that they will no longer be attending that feeder school from 1<sup>st</sup> September 2023. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1<sup>st</sup> September 2023.

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)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://www.stfrancis.cc/about-us/admissions/official-documentation/>

To apply for a place in the school in-year, parents will need to complete the school's own application form which is available on our website at <https://www.stfrancis.cc/about-us/admissions/official-documentation/> and return it directly to the school ensuring that any required supplementary information is attached.

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

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, 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. 180 places overall will be available in Year 12. Whilst the PAN is 1, if fewer than 179 of the school's existing students transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 180.

Applications for the Sixth Form should be made directly to the school using the application form available from the school's website. Completed application forms must be returned to the school by 13<sup>th</sup> January 2023.

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 for AS/A Level/Level 3 courses subject to the following conditions:-

- One of the three pathways for entry in September 2021 is met. (See prospectus)
- A minimum of 5 GCSEs are attained at grade 4 and above (Ofqual). (This is subject to national changes).
- A minimum of grade 4 in Maths and English unless higher grades are stated in the subject course outline.
- 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, ie 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 academy **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.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.