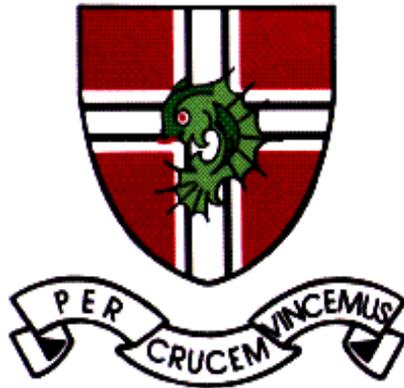


# **St John Fisher Catholic Voluntary Academy**



## **School Admission Policy**

**2018 - 2019**

**November 2016.**

Saint John Fisher Catholic Voluntary Academy was founded by the Catholic Church to provide education for children of Catholic families resident in the Heavy Woollen Deanery of the Leeds Diocese. The school is conducted by its Academy Council 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 Jesus Christ.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The Academy Council has responsibility for admissions to this school and intends to admit 198 pupils to Year 7 in the school year, which begins September 2018.

### **Over Subscription Criteria**

*At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St John Fisher Catholic Voluntary Academy.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

3. Baptised Catholic children with a sibling who attends St John Fisher Catholic Voluntary Academy.
4. Baptised Catholic Children who are resident in the Parishes of the Heavy Woollen Deanery and Morley attending a Catholic Primary School serving these parishes. The parishes are Holy Spirit, St Aidan's, St William of York (Morley), St Joseph's, St Mary's, St Patrick's, St Paul of the Cross, St Paulinus and St Thomas More. The schools are Holy Spirit, St Francis (Morley), St Joseph's, St Mary's, St Patrick's and St Paulinus.
5. Other Baptised Catholic children resident in the above-named parishes.
6. Baptised Catholic children who currently attend one of the Catholic primary schools serving the parishes named above but do not live in the parish area.
7. Other Baptised Catholic Children.
8. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St John Fisher Catholic Voluntary Academy.
9. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order
10. Other children with a sibling who attends St John Fisher Catholic Voluntary Academy.
11. Other children who currently attend one of the Catholic primary schools serving these parishes. The parishes are Holy Spirit, St Aidan's, St William of York (Morley), St Joseph's, St Mary's, St Patrick's, St Paul of the Cross, St Paulinus and St Thomas More. The schools are Holy Spirit, St Francis (Morley), St Joseph's, St Mary's, St Patrick's and St Paulinus.
12. Other children.

the oversubscription criteria. All applicants must meet the requirements of individual courses.

See separate policy document attached.

### **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure grid references for each address taken from Ordnance survey ADDRESS-POINT® data. This grid reference relates to a point that falls inside the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1.0 metres.
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see notes).

### **Admission to Sixth Form**

The sixth form is available for all existing pupils. 30 remaining places in the sixth-form of the school will be distributed in line with

### **Application Procedures and Timetable**

A standard application form from the parents' home Local Authority (LA), known as the Common Preference Form, must be completed and returned to the home authority by 31<sup>st</sup> October 2017. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

**If parents feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and should be submitted by 31<sup>st</sup> October 2017 to the the Admissions Officer, St John Fisher Catholic Voluntary Academy, Oxford Road, Dewsbury, WF13 4LL For those pupils attending the primary schools identified in 4 above, this may be done through these schools. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.**

Parents will be advised of the outcome of their application on 1st March 2018. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Late applications**

If you return the Common Preference Form after the deadline, we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered.

### **Admissions outside the normal admission.**

Applications should be made to the school and will be dealt with by the admission authority of the school i.e. the Academy Council. If there is more than one application for an available place the governors will make their decision using the oversubscription criteria listed in the appropriate policy for the year group. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and will be advised of their rights to appeal the governors' decision to an independent appeal panel.

### **Waiting Lists**

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above, therefore, this means that each time a child is added the list will be re-ranked. Names are normally taken off the list at the end of the academic year.

### **Pupils with a Statement of Special Educational Needs or Education, Health and Care Plans.**

The admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

If a child has a Statement of Special Education Need or Education, Health and Care Plan naming a school then the child is automatically offered a place at the named school.

### ***Notes (these notes form part of the over-subscription criteria)***

**Catholic** means a member of a Church in communion with the 'See of Rome'. This includes the Eastern Catholic Churches. A certificate of baptism in a Catholic Church or a certificate of reception into the full

communion of the Catholic Church will normally evidence this. Alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This includes the Eastern Catholic Churches.

**Looked After Child** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g., children with foster parents).

**Looked After Children from Catholic Families** – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority will seek to ensure that the child is baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

**Distance** will be measured as detailed above.

**Siblings (Brother or Sister)** includes children with brothers or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

**Twins or Triplets** - where a family of twins or triplets request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

**Live** - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school.

For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

**Parish Boundaries** are as shown on a map available for inspection in school.

**Random Allocation** – this is only to be used when the last place to be offered would fall into one of the two categories highlighted above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

**Admission Appeal** – Any appeal should be addressed to

**The Clerk to the Appeals Panel**

Address as below

- Please see school website  
[www.stjohnfisher.org.uk](http://www.stjohnfisher.org.uk) for the  
admissions timetable.

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St John Fisher Catholic  
Voluntary Academy  
Oxford Road  
Dewsbury  
West Yorkshire  
WF13 4LL*

**Chair of Academy Council:**

Rev Dr J D Cortis



**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO  
A CATHOLIC VOLUNTARY ACADEMY**

The school to which you are applying is a Catholic voluntary academy. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

<b>Full name of child (including surname)</b>	
<b>Date of birth</b>	
<b>Child's permanent address including postcode</b>	
<b>Contact telephone number(s)</b>	
<b>Religion of child</b>	

<b>Full name(s) of parent(s)/carer(s)</b>	<b>Relationship to child</b>

<b>If, at the time of admission, you will have other children attending this school, please provide details below:</b>	
<b>Full name(s)</b>	<b>Date(s) of birth</b>

**CATHOLIC CHILDREN**

If you think that your application should be considered under category over-subscription category 1-7 then you must supply the information below and attach the evidence requested.

<b>Date of baptism</b> (You must attach proof of baptism i.e. baptism certificate or a letter from your priest)		<b>Place of baptism and address</b>	
<b>Name of your parish priest</b>			

**Please return your completed form to the school.**

<b><i>For school use only</i></b>	
<i>Date SIF received</i> .....	.....
<i>Verification of baptism</i> .....	<i>Year Group</i> .....

## Equality Impact Assessment

<b>School</b>	<b>St John Fisher Catholic Voluntary Academy Dewsbury</b>
<b>Date</b>	<b>November 2016</b>
<b>Lead member of staff</b>	<b>Mr K Higgins</b>
<b>Other involved staff/role</b>	<b>Governors, Admissions Staff</b>

### **Proposed Plan**

Background/ how this proposal has come about

Reason for proposal – to introduce new practice/provision  
to change or reduce practice/provision  
to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

Admissions Policy and Post 16 Admissions policy
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### **Is the proposal likely to have an adverse impact on compliance with the Equality Duty?**

Eliminating unlawful discrimination, harassment and victimisation **N**

Promoting equality of opportunity **N**

Fostering good relations **N**

Please explain

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### **Consultation Process**

With whom do you plan to consult?

How?

Where is the evidence of the consultation?

Full Governing Body, all neighbouring admissions authorities, the Diocese of Leeds, the general public via the website.
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## Potential Issues

Characteristic	Impact of proposal (specify if impact is to pupil, parent/carer, staff, governor, other)	Positive Negative Neutral	Can barrier be removed? Y/N
Disability		Neutral	
Race		Neutral	
Sex		Neutral	
Gender reassignment		Neutral	
Pregnancy, maternity		Neutral	
Religion/belief	<b>Baptised catholic student/students will have priority for places as allowed in law.</b>		<b>N</b>
Sexual orientation		Neutral	
Marriage, civil partnership		Neutral	
Age		Neutral	

Explain in more detail