



## Admission Policy for the academic year 2018/2019

St Edmund's Catholic Academy is part of Bishop Cleary Catholic Multi Academy Company. The admissions authority for the academy is the Board of Directors of Bishop Cleary Catholic Multi Academy Company who has responsibility for admissions to this academy. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Edmund's Catholic Academy.

The admissions process for St Edmund's Catholic Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at St Edmund's Catholic Academy 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 Edmund's Catholic Academy on the application form. Applications need to be made by 31st October 2017. A supporting Information Form (SIF) must also be completed and returned directly to the academy 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 1st March 2018, or the next working day, by the local authority on behalf of the academy.

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

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for students of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the oversubscription criteria listed below. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic academy, we aim to provide a Catholic education for all our students. As a Catholic academy, Catholic doctrine and practice permeate every aspect of the academy's activity. It is essential that the Catholic character of the academy's education be fully supported by all families in the academy. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the academy. 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 academy.

The Board of Directors is the admissions authority and has responsibility for admissions to this academy. The Board of Directors has set its admission number at 150 students to be admitted into Year 7 in the academy year which begins in September 2018. (See Note 1 below)

If there is oversubscription within a category, the Board of Directors will give priority firstly to students who will have a brother or sister (see Note 4 below) attending St Edmund's Catholic Academy at the time of admission and then secondly to students living closest to the academy determined by the shortest distance (see Note 8 below)

A map of the parish boundary is available at the academy and parish or by post on request. (See Note 6 below)

### Oversubscription Criteria

- 1 Baptised Catholic students (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
- 2 Baptised Catholic students (see Note 2 below) who currently attend a Catholic feeder academy/school (See Note 5 below)
- 3 Baptised Catholic students (see Note 2 below) who live in one of the seven parishes (see Note 6 below) of the Catholic feeder academies/schools.
- 4 Baptised Catholic students (see Note 2 below) of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with Bishop Cleary Catholic MAC (see Note 7 below)
- 5 Other Baptised Catholic students (see Note 2 below).
- 6 Non-Catholic students who are looked after or previously looked after (see Note 3 below)
- 7 Non-Catholic students who currently attend a Catholic feeder academy/school. (See Note 5 below)
- 8 Non-Catholic students of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with Bishop Cleary Catholic MAC. (See Note 7 below)
- 9 Other non-Catholic students

**Note 1**

Students 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.

**Note 2**

In all categories, for a student 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 student should ensure they also complete a supporting Information Form (SIF) which should be returned directly to the academy. If you do not provide the information required in the supporting 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 academy.

**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.

**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 students share one common parent
- A step-brother or step-sister, where two students are related by a parent's marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered students
- The students must be living permanently in the same household

**Note 5**

The named feeder academies/schools for St Edmund's Catholic Academy are:

St Bernadette's Catholic Primary School, Wombourne and St Christopher's Catholic Primary School, Codsall in Staffordshire; SS Peter and Paul Catholic Primary Academy & Nursery, SS Mary & John's Catholic Primary Academy, St Michael's Catholic Primary Academy & Nursery and St Teresa's Catholic Primary Academy – all in Wolverhampton

**Note 6**

The named parishes of the feeder academies/schools for St Edmund's Catholic Academy are:

St Bernadette's, Wombourne, St. Christopher's, Codsall. St. Thomas of Canterbury, Tettenhall, SS Peter & Paul's, Wolverhampton, SS Mary & John's, Wolverhampton, St. Michael's, Penn and St. Teresa's, Parkfields.

**Note 7**

The academies making up Bishop Cleary Catholic MAC are:

St Edmund's Catholic Academy, SS Peter and Paul Catholic Primary Academy & Nursery, SS Mary & John's Catholic Primary Academy, St Michael's Catholic Primary Academy & Nursery, St Teresa's Catholic Primary Academy.

**Note 8**

The measurement between home and academy will be determined by the straight-line measurement from the designated point of the home address to the designated point of the academy using a computerised system.

In a very small number of cases, where the academy is oversubscribed, it may not be possible to decide between the applications of those students who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when students in the same year group live at the same address, or if the distance between the home and the academy 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 students would cause the Published Admission Number for the student's year group to be exceeded, the Board of Directors will randomly select the student to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the students is the last student ranked within the academy's published admission number.

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

- Owned by the student's parent(s);
- Leased to or rented by the student'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 student, and the student lives with both parents for part of the week, then the main residence will be determined as the address where the student lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the student lives at the address put forward by the parents.

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

#### **APPLICATIONS FOR STUDENTS 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 student 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 Board of Directors for the student 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 Board of Directors will consider requests submitted for a student 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 student's best interests and the views of the Principal.

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 Board of Directors 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 Board of Directors 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 2019, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2019 when applications open in the autumn term of 2018. Please note that parents only have the right to re-apply for a place. Where the Board of Directors 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 student 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 Board of Directors to refuse their child a place in the academy should make that appeal request in writing to the Chair of the Board of Directors at the academy 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 Board of Directors 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 academy for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, student or academy, 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 parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed academy, without an exceptional change in circumstances, then the application will be refused.

## WAITING LIST

The academy will maintain a waiting list for admissions to Year 7. Students who have not been offered a place at St Edmund's Catholic Academy but were offered a school that was ranked as a lower preference on their application form can request to be added to the waiting list. **Parents/Carers must contact the academy to ask for their child to be put on the waiting list.** The waiting list will be maintained until 31st December 2018 and will then be discarded. Admissions after 31 December will be dealt with as part of the in-year admissions process.

A student's position on a waiting list is not fixed. When a new student 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 student'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.

Students 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 Board of Directors of St Edmund's Catholic Academy is committed to taking its fair share of students who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a student where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the student would mean exceeding the published admission number subject to the infant class size exceptions.

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

Parents/Carers can apply for a place for their child at any time outside the admissions round. Applications to the Academy other than the normal intake into Year 7 should be made to Wolverhampton LA by completing an In-Year Transfer Form (INCAF), available from: School Admission & Transfers Section, Education and Enterprise, Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RR. Parents/Carers must also complete a SIF. Completed INCAFs are considered by the Secondary Social Inclusion and Advisory Placements Panel (SSI&APP), which will then need to consult with the Academy's Board of Directors. If there are no places available in the year group for which the application was made, no place will be offered. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. 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.

If there are no places available parents may request for their child's name to be added on the In-Year waiting list until the end of the academic year 2018/19 when it will be discarded.

There is no charge or cost related to the admission of a student to this Academy.



/stedmundscatholicacademy



@stedmunds

Archdiocese of Birmingham

Bishop Cleary Catholic Multi Academy Company



part of Bishop Cleary Multi Academy Company, a company limited by guarantee  
registered in England and Wales (company number 085784228)