

BISHOP CHALLONER CATHOLIC COLLEGIATE SCHOOL ADMISSIONS POLICY FOR ADMISSIONS IN SEPTEMBER 2014

BOYS SCHOOL

Bishop Challoner Catholic Collegiate Schools were founded by the Church to provide education for Catholic students who will have priority in accordance with this policy.

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 is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Tower Hamlets Co-ordinated Scheme

The Boys' School is its own admission authority and its Governing Body decides on applications for places in the school. In common with other maintained schools in the Borough, the school is obliged to participate in the Tower Hamlets Borough co-ordinated scheme for admissions. Applicants will need to complete Tower Hamlets' Common Application Form (CAF) and submit it to Tower Hamlets by **25 October 2013**. Tower Hamlets will make offers on behalf of the school. Applicants from other Boroughs will need to complete a CAF from their own Local Authority.

The Supplementary Information Form

In addition to completing Tower Hamlets' CAF, the school strongly encourages parents to complete the school's Supplementary Information Form (SIF). Completion of the SIF allows the school to collect the necessary information needed for full consideration of applications by the Governing Body in the event that the school is oversubscribed and oversubscription criteria (see below) need to be applied. If an applicant does not complete the SIF, the Governing Body will apply the school's oversubscription criteria using only the information submitted on his or her Common Application Form. This may result in the application being given a lower priority against those criteria due to lack of available information. Supplementary Information Forms are available from the Clerk to the Admissions Committee at the school and at tdavis@bishop.towerhamlets.sch.uk. The SIF must be completed and returned to the school by **25 October 2013**.

Published Admission Number

The Governing Body intends to admit 120 students in Year 7 in the school year which begins 1st September 2014.

Oversubscription Criteria

Where there are more applications for places than the total of 150 places available (after allowing for students with statements of special educational needs naming the school), places will be offered according to the following order of priority:

1. Catholic looked after boys' and Catholic boys' who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.¹
2. Practising Catholics as evidenced by frequency of attendance at Mass as demonstrated on the diocesan priest's reference form
3. Baptised Catholics
4. Other looked after boys' and boys' who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
5. Practising Christians as evidenced by a reference from the applicant's vicar, priest or equivalent religious leader
6. Other Christians
7. Practising members of other faiths as evidenced by their religious leader
8. Any other applicant

¹ 'Looked-after child' means a child in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children's Act 1989)

NB If the applicant has a sister in the Girls' School, a brother in the Boys' School or a brother or sister in the Sixth Form College then s/he will have sibling priority rights within the category in which they are placed.

The Governors will give top priority within a category to children in respect of whom the Governors are satisfied that there is a well-documented pastoral, social or medical reason showing that it is essential for the child to attend the school, and that their needs cannot be readily met by any other school. All evidence that the applicant wishes the Governing Body to take into account must be supplied to the school at the time of application and it must include support from either a registered medical practitioner, parish priest or a local authority social worker.

Tie-Breaker

If the school is oversubscribed in any of the above criteria, (i.e. the remaining number of places is less than the number of children meeting relevant criterion) priority will be given in the following order:

- a. To applicants with a sibling (which includes adopted, half and step siblings) attending either the Girls' or the Boys' school and is expected to be attending that school at the date of intended admissions. If there are more children qualifying under this rule than there are available places, the further distance tie-breaker below will apply to allocate places to them.

- b. Thereafter priority will be given to those who live nearest to the school by the shortest walking route. A digitised map is used to measure the distance from the home address to the school's nearest available entrance in constant use. For this purpose the address to be used is the permanent domestic address of the parents. Business addresses are not acceptable. If the child does not live with both parents, it is the address of the parent, guardian or carer with whom the child lives permanently or for 50% or more of the week. If access is equal then it is the address nearest to the school. In the event of there being two or more applicants at a flat or multi-occupational dwelling vying for the last available place a random lottery will be used as a further tie-breaker. The school reserves the right to require evidence that the address stated is the permanent domestic address after an offer has been made and accepted. If it subsequently appears that a place has been offered in reliance on information that is shown to be materially incorrect or misleading (e.g. the parental address) and that a place would not have been offered had the information been correct, offer may be withdrawn.

Fair Access Protocol

The school 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 admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

In-Year Admissions

- Applications for In-Year admissions are made directly to the school. Where there is no waiting list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and make an offer.

Appeals

The Governors operate a procedure for handling appeals against non-admission. Details will be sent to unsuccessful candidates. A waiting list will be established for unsuccessful applicants who wish to be placed on it. The waiting list will remain open for a full year from the date of admission.

Definitions

- Practising Catholics – 'Practising Catholic' means a Catholic child from a practising Catholic family where this practise is verified by a reference from a Catholic Priest in the standard format laid down by the Diocese.
- A 'looked after child' has the same meaning as in section 22 of the Children's 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).
- 'Catholic' means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.
- 'Parent' is defined as the person or persons who have legal responsibility for the child.
- 'Christian' is defined as a member of a church which belongs to 'Churches Together in Britain and Ireland'.