

La Sainte Union Catholic Secondary School

Admissions Policy September 2017 – August 2018

ADMISSION TO YEAR 7

La Sainte Union was founded by its Sisters to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church, in accordance with its Trust Deed and Instrument of Government. The school seeks at all times to be a witness to Jesus Christ.

The Governing Body has responsibility for admissions to this school and intends to admit 180 girls, which is the Published Admission Number, to Year 7 in the school year which begins in September 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants, in strict accordance with the Over-subscription Criteria set out below. In this Admissions Policy document, '*applicant*' refers to the parent or carer applying for a place on behalf of the child, and '*candidate*' refers to the child on behalf of whom the application is being made.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is supported by all families in the school. All applicants and candidates are, therefore, expected to give their full, unreserved and positive support for the aims and ethos of the school.

If applying to be considered under Over Subscription criterion ii, parents should request the Certificate of Catholic Practice, from their parish priest and return it to the school. The Certificate of Catholic Practice is contained in the school's prospectus.

Education, Health and Care (EHC) Plans

The admission of pupils with an EHC is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your local authority SEN officer. Children with La Sainte Union named in their EHC Plan will be admitted to the school.

OUT OF AGE GROUP

Any application for a child to be educated out of her age group will be considered by Governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the academic year of application, giving reasons and providing compelling professional evidence.

OVER-SUBSCRIPTION CRITERIA

At any time where there are more applications for places than there are places available, places will be offered in the following order of priority:

- i. Catholic Looked After Girls and previously Looked After Catholic girls. Previously Looked After girls are girls who were looked after but ceased to be because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order);
- ii. Baptised Catholic girls with a Certificate of Catholic Practice signed by the Catholic priest at the Church they attend.
- iii. Other Baptised Catholic Girls;
- iv. Other Looked After Girls and previously Looked After girls (the latter being girls who were Looked After but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order);

- v. Other Christian Girls from practising Christian families whose application is supported by a letter from their minister confirming membership of the faith community
- vi. Any Other Girl

Where the offer of places to all the candidates in any of the categories listed above would lead to over-subscription, places shall be allocated in accordance with the following provisions:

1. After the first category [i] of '*Catholic Looked After Girls*', the Governing Body will give priority to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the Catholic girl, which can only be met at this school rather than any other school.
2. Girls who have a sibling already on roll at La Sainte Union and who will continue to attend La Sainte Union during the following year.
3. The location of the permanent address of the candidate, with priority within this category being accorded to those living the shortest distance from the school. This will be measured by Camden LA. In the event of a number of candidates being the same distance from the school, a lottery will be used to offer places. This will take place in the presence of an independent witness.
4. Eighteen places will be offered to applicants who may not fulfil any of the above Criteria 1 - 3 but who show aptitude in the performance of music. Applicants who wish to be considered under this Criterion are invited to submit their child's name for an Aptitude Test. Places will be allocated on merit but priority will always be given to Catholic girls.
5. In the last five years, 100% of our offers were to girls in Categories [i] and [ii] above. No one from Category [iii] or below was admitted at the beginning of Year 7.

Looked After Children / Previously Looked After Children

'Adopted' means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.

'Special Guardianship Order' is an order under the terms of the Children Act 1989 s 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'Child Arrangements Order' is an order under the terms of the Children Act 1989 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

WAITING LIST

The school maintains a waiting list where there is an over-subscription. Candidates are ranked on the waiting list in the same order as appears in this Admissions Policy. No priority is given to any candidate on the basis of the date their name was added to the list. The school confirms that being placed on the waiting list in no way affects an applicant's right of appeal against an unsuccessful application. The waiting list is maintained until the end of the first term of the academic year. Parents wishing their daughter to continue on the waiting list after 31 December 2017 should inform the school, in writing.

IN-YEAR ADMISSIONS

- Applications for In-Year admissions are made directly to the school by completing an In Year Admissions Form. If a place is available, and there is no waiting list, the local authority will be informed and the child will be admitted. If there is a waiting list, 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 Look 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 the applicant will be informed.
- The in-year admission of children with an EHC Plan is dealt with under a separate procedure. If you wish to apply to the school on the basis of your child having an EHC Plan, you must contact your Local Authority and it will advise on the relevant process.
- Any in-year application for a child to be educated outside of her chronological age group will only be considered by Governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors giving reasons and providing compelling professional evidence.

SIXTH FORM ADMISSIONS

Please see the attached *Admissions Policy* for admission into the La Swap Sixth Form Consortium.

RIGHT OF APPEAL

Unsuccessful applicants have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should do so, in writing. This should be returned to the school, marked for the attention of the Clerk to the Admission Appeal Panel, within twenty-five school days from the date of the letter from the school confirming that the application has been unsuccessful.

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.

La Sainte Union Catholic Secondary School

Admissions : September 2017

NOTES

La Sainte Union Catholic Secondary School is a Catholic Voluntary Aided 11-18 comprehensive school for girls (mixed Sixth Form), within the Trusteeship of La Sainte Union Sisters.

NOTES ON OVERSUBSCRIPTION CRITERIA

1. Baptised and practising Catholic girls living with practising Catholic families as evidenced by the Certificate of Catholic Practice.
2. In order to demonstrate that a girl, and the practising Catholic family with whom the child lives, falls under the above description :
 - Parents/carers are required to provide copies of their child's Certificate of Baptism or Reception into the Catholic Church). The date of baptism or reception into the Catholic Church must be prior to October 2014. Failure to provide these documents may disadvantage your application.
 - **Catholic** means a baptised member of a Church in full communion with the See of Rome. 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 the Local Authority or provided with accommodation by them (e.g. children with foster parents).
 - **Family** the person or persons who have the legal responsibility for the girl.
 - **Christian** for the purposes of this policy means a member of one of the Churches affiliated to 'Churches Together' in Britain and Ireland.
 - **Resident** a girl is deemed to be resident at a particular address when she resides there for 50% or more of the school week.
3. Information about the aims, values and expectations of the school is set out in the Instrument of Governance for the school and in the school's *Mission Statement*, the current school Prospectus and school policies, all of which are available from the school.
4. In the context of the Admissions Policy, 'sibling' means brother (if in the Sixth Form) or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child will leave the school, before the younger one starts.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the Governors will admit both/all children even if it would mean exceeding the PAN [*Pupil Admission Number*] of 180.

5. Any **significant** medical or social need on the part of a prospective girl which can only be met by the school rather than any other school, must be substantiated to the satisfaction of the Governing Body by compelling written professional documentation, e.g. from a doctor, social worker or educational psychologist at the time of application and not retrospectively. It is the needs of the child for a place at this school which will be considered by the Governors and not those of other family members.

E-ADMISSIONS FORM AND SUPPLEMENTARY INFORMATION FORM

All applicants **MUST** complete:

- the e-admissions form. This is available from your child's primary school or Home Local Authority. **It must be returned to the child's Home LA by 31 October 2016. If you do not name La Sainte Union as a choice on the e-admissions Form, the Governing Body will be unable to offer your child a place.**

Applicants **are strongly advised** to:

- complete the school's own Supplementary Information Form. This is available from the school and on the school's website and should be returned to the school, for the attention of the Admissions Officer, **by Friday 21 October 2016. Without the Supplementary Information Form, Governors will be unable to consider your application fully and your child might not be offered a place.**

Applicants applying under oversubscription criterion ii must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

If applying as a Christian Girl from a practising Christian family, a Baptism Certificate or a letter from your minister will be required to ensure that applicants meet the admissions criteria regarding Christian practice.

OTHER INFORMATION

Parents will be required to provide a **copy** of the girl's Baptism Certificate, together with the Certificate of Catholic Practice. These documents must be provided by **Friday 18 November 2016** at the latest.

Applicants who send their applications or documents by post are responsible for ensuring there is sufficient postage on the envelope, taking into account WEIGHT and SIZE. If you do not provide sufficient postage, your application may be held at the Post Office and it is possible that it will be received by the school after the closing date. The school will **NOT** be responsible for obtaining applications or documents should this occur. **The school will not be responsible for the loss of original documentation.** Parents are advised to either send applications via 'Recorded Delivery' or to hand-deliver them to the school.

LATE SUBMISSION OF SUPPLEMENTARY INFORMATION FORMS (SIF)

Any Supplementary Information Form received by the school after the closing date of **Friday 21 October 2016** will be considered as late and will be dealt with after all Supplementary Information Forms received by the school on time and candidates may not be allocated a place at the school, in the first instance. Late applications will only be considered on time where there is a genuine and compelling reason for a form to be late, which can be substantiated to the satisfaction of the Governing Body, by the submission of strong and independent documentary evidence at the time the form is received. For these Forms to be considered, they **must** be received by **2 December 2016** so that they can be processed before the Governors meet to make their decisions.