

## THE CARDINAL VAUGHAN MEMORIAL SCHOOL ADMISSION POLICY 2017 ENTRY – YEAR 7 (FIRST FORM)

The Cardinal Vaughan Memorial School is an oversubscribed Catholic boys' comprehensive school. There are **120 places** in Year 7 split into three ability bands. There are 30 places in ability band 1 (above average ability), 60 in band 2 (average ability) and 30 in band 3 (below average ability). Places up to the admission number (120) will be offered as described in part 1, Oversubscription Criteria, below. Please also read part 2 of this Policy carefully.

### PART ONE – OVERSUBSCRIPTION CRITERIA

**BOYS WITH EDUCATION, HEALTH AND CARE PLANS WHICH NAME THE SCHOOL WILL BE ADMITTED. AFTER THIS, IF THERE ARE MORE APPLICATIONS FOR ADMISSION TO THE SCHOOL THAN PLACES AVAILABLE, OFFERS WILL BE MADE IN THE FOLLOWING ORDER OF PRIORITY**

**A. Catholic boys in Public Care ("looked-after" boys) and Catholic boys who have been adopted or made subject to a Special Guardianship/Child Arrangements Order immediately following having been "looked-after".**

**B. Catholic boys from fully practising Catholic families in the following order of priority:**

- 1. Catholic boys, from fully practising Catholic families, eligible for a Music Place. Up to, twelve offers will be made to boys with the highest score in the aptitude test. There are 3 places available in ability band 1, 6 in band 2 and 3 in band 3. Any unfilled places will be offered to boys in oversubscription groups below.**
- 2. Catholic boys, from fully practising Catholic families, who are brothers of current or former pupils on the School's pupil roll.**
- 3. Other Catholic boys from fully practising Catholic families. Applications in this group, B3, are given priority as follows:**

**First**

Boys baptised within a year of birth.

**Second**

Other boys who have not been baptised within a year of birth

**C. Other Catholic boys**

**D. Boys who are not Catholic who are in Public Care ("looked-after") and boys who are not Catholic who have been adopted or made subject to a Special Guardianship/Child Arrangements Order immediately following having been "looked-after".**

**E. Other boys who are not Catholic**

**IF THERE ARE MORE BOYS IN ANY GROUP, A-E ABOVE, THAN PLACES AVAILABLE,  
REMAINING PLACES WILL BE OFFERED BY RANDOM ALLOCATION**

*Last year, all places were offered to boys in groups A, B1, B2 & B3 First*

### IMPORTANT DATES

Closing date for music application form	5.00pm, Friday 30 September 2016
Open evenings (all applicants) –	4.30pm, 5.30pm & 6.30pm, Thursday 22 and Tuesday 27 September 2016
Music aptitude test (all music applicants)	During the week commencing 10 October 2016
Closing date for return of Supplementary Information Form	5.00pm, Friday 21 October 2016
National closing date	Monday 31 October 2016
Ability banding test (ALL applicants)	Monday 31 October 2016 <i>(Please contact the school if your son cannot attend on this date)</i>
Offers made (by your home borough)	1 March 2017

## PART TWO – GENERAL INFORMATION

### Application Forms

You **MUST** complete a common application form (CAF) and return it to your home borough by the closing date. You should complete the school's Supplementary Information Form (SIF) and return it to the school address by the closing date. Your application will be placed in oversubscription group E (Other boys who are not Catholic) if you do not return a Supplementary Information Form (SIF). If you are applying for a music place, you **MUST** complete a music form which **MUST** be returned to the school address by 5pm on Friday 30 September 2016 (*this is earlier than the closing date for applications*).

### Boys with Education, Health and Care Plans

The admission process for boys with Education, Health and Care Plans is separate from the process set out in this Policy. If your child has an Education, Health and Care Plan, contact your home borough for advice on admission to secondary school.

### Twins or Boys of Multiple Births

Where a place is offered to a boy who has a male twin/triplet applying for a place in the same school year, the sibling(s) will also be admitted.

### Words used in this Policy

Adopted (immediately following being 'looked-after')	Boys who have left local authority care through formal adoption proceedings.
Brother or Sister	Brothers/sisters, half-brothers/half-sisters, step-brothers/step-sisters, or adopted brothers/adopted sisters residing permanently at the same address or at different addresses if a shared residence arrangement has been formally agreed.
Boys baptised within a year of birth	Boys baptised in a Catholic Church within 12 calendar months of birth. This part of the policy does not apply to those who convert to the Catholic faith or who were received into the Church.
Catholic	A person who is a member of a Church in full communion with the See of Rome, including Eastern Catholic Churches. Membership of the Catholic Church will normally be evidenced by a certificate of baptism or reception into the Catholic Church.
Catholic boys from fully practising Catholic families	Boys who have attended Sunday Mass/Saturday Vigil Mass weekly for the last five years or more <u>and</u> who have at least one Catholic parent/carer who has attended Sunday Mass/Saturday Vigil Mass weekly for the last five years or more. Full Catholic practice will be evidenced by a Certificate of Catholic Practice (CCP) signed by a Catholic priest.
Former pupil	A boy or girl who has completed a course of study (key stage 4 or key stage 5) at the school.
In public care/'looked after'	Boys who are registered as being in the care of a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application to the school is made.
Parent/carer	The adult with legal responsibility for the boy.
Special Guardianship Order	A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.
Child Arrangements Order	A child arrangements order is an order under the terms of the Children Act 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.

### Certificate of Catholic Practice

**Practising** Catholic applicants **MUST** return a signed Certificate of Catholic Practice (CCP) with the Supplementary Information Form (SIF). Complete the top of the form with your details then take it to your priest(s) so that he can sign it. The priest will only sign the form if he knows you and agrees that you are a practising Catholic family. Include the signed Certificate with your SIF and return it to the School by the closing date. The Certificate will be used as evidence of full Catholic practice. If you have worshipped at different churches within the last five years, you **MUST** complete and return more than one Certificate. Catholic applicants without a CCP will be considered against criterion C (or A if the boy is in public care).

### Ability Banding Test

The banding test is not an entry test. There is no 'pass' or 'fail' and a boy's score does not determine whether he will be offered a place. The test is used to ensure that the intake to the School represents the ability range of the cohort applying. The test that we use is intended for 10-11 year old boys. It gives an indication of the boy's current ability to reason using words and numbers.

Boys are ranked on the basis of their score in the test relative to other boys who took the test. Ability bands are set by placing the top 25% of boys in band 1, the middle 50% of boys in band 2 and the bottom 25% of boys in band 3. Places are offered within each band – 25% (30 places) to boys in band 1, 50% (60 places) to boys in band 2 and 25% (30 places) to boys in band 3 - using the priority groups A-E described in Part One.

All boys **MUST** take the banding test. An application to the school cannot be processed without an ability band. The only exceptions are boys with Education, Health and Care (EHC) Plans and boys in public care or previously in public care. EHC placements will be made irrespective of whether or not a boy has taken the banding test. Top priority will be given to Catholic boys in public care or previously in public care whether or not these boys have taken the banding test.

### Music Places

The Academy Trust gives priority to up to 10% of Catholic boys from fully practising Catholic families who can demonstrate an aptitude in music. A boy with aptitude for music is one who will benefit from music teaching or who demonstrates a particular capacity to learn or develop skills in music and can benefit from the expertise and facilities at the school. If successful, your son will be required to give up a significant part of his free time to learn music and play a full part in the School's extensive music programme. Do not apply for a music place if your son has no interest in doing this.

### Procedure

1. You **MUST** complete a music form and return it to the school by 5pm on Friday 30 September 2016 (this is earlier than the closing date for applications to the school).
2. Boys must attend the school during the week commencing Monday 9 October 2016 to take an aptitude test using aural tasks.
3. The results of the aptitude test will be used to determine the offer of places against criterion B1. Offers will be made by ability band to Catholic boys from fully practising Catholic families with the highest scores in the aptitude test. To qualify for a music place, boys must achieve a minimum score of 14 in this test. Boys who are not offered a music place will automatically be considered for a place within their ability band under the other oversubscription criteria.
4. The school will take all reasonable steps to inform parents of the outcome of tests before the closing date for applications.

### Random Allocation of Offers

The Academy Trust will use random allocation as the means of deciding between applicants who have an equal entitlement to place on the basis of the oversubscription criteria A – E. Offers will be made by random number in ascending order. The process will be administered electronically by the local authority, which is independent from the School.

### **Boys Educated Outside Their Chronological Age Group**

if you wish to apply for your son to be educated outside his chronological age group (i.e. a year behind or a year ahead), you **MUST** write to the School Admissions Committee at the school address by the end of December in the year prior to your son's admission. You should provide supporting evidence from your son's current school at the same time. The Committee will consider each case on its own merits and permission will only be given in exceptional circumstances where there is evidence that the boy's academic, social or emotional development would be affected by being educated in the chronologically correct year group.

### **Reserve List and Allocation List (Waiting List)**

Unsuccessful candidates will be placed on a Reserve List ordered on the basis of the oversubscription criteria set out in this policy. The Reserve List will be maintained until 31 August 2017. Vacancies arising on or before this date will be offered to candidates on the Reserve List.

You can also ask for your son's name to be placed on the Allocation List, which will be maintained from 1 September 2017. Ability bands will not apply. Boys' names will be placed in oversubscription groups using the priority order set out in part one of the admission policy.

A fresh round of random allocation will take place when deciding which child is to be offered a place from the Reserve List or the Allocation List so that those who apply for a place at the School after an earlier round of random allocation are not disadvantaged.

The Allocation List will continue into years 8-11.

At the end of each academic year, we will ask you if you want your son's name to stay on the Allocation List. The list for each year group will be re-generated and re-ordered so that it reflects the admission policy in effect at the time (and not that which applied when the application was made).

### **Admission Appeals**

You have the right to appeal against the Academy Trust's decision not to offer your son a place. An independent admission appeals panel will be established to hear appeals in accordance with the provisions of the 'School Admissions Appeals Code'. Appeals are normally heard in May and the decisions of the appeal panel are posted within two weeks.

### **In-Year Application for Admission**

if you are applying for a place at the school outside the normal admissions round, you **MUST** complete the School's Supplementary Information Form (SIF). Your application will be placed in one of the oversubscription groups set out in part 1 of this policy (above) except that ability bands will not apply. If you are not offered a place at the school, your son's name will be added to the allocation list. When vacancies occur, places will be offered in the order of priority set out in part 1 by random number in ascending order.

### **In-Year Fair Access Protocol**

Outside the normal admission round, the Academy Trust is empowered to give priority to a child where admission is requested under any local protocol which carries the agreement of both the Academy Trust and the Diocese of Westminster.

### **Applications to the Sixth Form (Year 12)**

Please refer to the separate arrangements for admission to the Sixth Form

**YOUR SON'S LAST NAME**

**INITIALS**

**DATE OF BIRTH**



The Cardinal Vaughan Memorial School  
89 Addison Road, Kensington, London W14 8BZ  
Telephone 020 7603 8478

# **SUPPLEMENTARY INFORMATION FORM (SIF) FIRST FORM (YEAR 7) IN SEPTEMBER 2017**

**YOU MUST COMPLETE ALL BOXES ON THIS FORM IN CAPITAL LETTERS  
PLEASE READ THE ADMISSION POLICY BEFORE YOU COMPLETE THIS FORM**

**THIS FORM MUST BE RETURNED TO THE SCHOOL BY 5.00PM ON FRIDAY 21 OCTOBER 2016  
YOUR HOME BOROUGH'S COMMON APPLICATION FORM MUST BE RETURNED BY 31 OCTOBER 2016**



<b>BOY'S LAST NAME</b>	
<b>BOY'S FIRST NAME(S)</b>	
<b>BOY'S ADDRESS &amp; POST CODE</b>	
<b>NAME OF PARENT/CARER</b> <i>FIRST &amp; LAST NAME</i>	
<b>TELEPHONE</b>	
<b>EMAIL</b> <i>WE WILL USE THIS TO CONTACT YOU</i>	

<b>IS THE BOY CURRENTLY IN PUBLIC CARE ("LOOKED AFTER") OR HAS HE BEEN ADOPTED OR MADE SUBJECT TO A SPECIAL GUARDIANSHIP OR CHILD ARRANGEMENTS ORDER <u>IMMEDIATELY FOLLOWING</u> BEING "LOOKED-AFTER"?</b>	<b>NO</b>	<b>YES</b>
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<b>DOES THE BOY HAVE A BROTHER OR SISTER AT THE SCHOOL NOW OR IN THE PAST?</b>	<b>NO</b>	<b>YES</b>	
			<b>Name, year group or date of entry</b>

<b>IS THE BOY CATHOLIC?</b>	<b>NO</b>	<b>YES</b>
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<b>IS THE BOY FROM A FULLY PRACTISING CATHOLIC FAMILY?</b>	<b>NO</b>	<b>YES</b>
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**COMPLETE ALL BOXES ON THIS FORM**

## CHECKLIST

→ Have you read the admission policy (included in the prospectus)?	YES	NO
→ Have you completed the common application form & returned it to your home borough?	YES	NO

### HAVE YOU ENCLOSED THE RIGHT DOCUMENTS WITH THIS FORM?

Document	Status	YES, NO or N/A		
A letter from the boy's social worker confirming the legal status of the boy and the local authority to which he is/was in care, giving the boy's full name and address.	<i>Essential for boys who are in public care ("looked after") or who were 'looked-after' immediately prior to being adopted or made subject to a Special Guardianship or Child Arrangements Order.</i>	YES	NO	N/A
Legal proof of adoption	<i>Essential for adopted boys who were previously in public care ("looked after")</i>	YES	NO	N/A
A COPY of the Child Arrangements OR Special Guardianship Order	<i>Essential for boys made subject to a Child Arrangements or Special Guardianship Order immediately after being in public care ("looked after")</i>	YES	NO	N/A
A COPY of your son's baptismal certificate or certificate of reception into the Catholic Church	<i>Essential for all Catholic applicants.</i>	YES	NO	N/A
A Certificate of Catholic Practice completed by your priest(s)	<i>Essential for all practising Catholic applicants except "looked after" or previously "looked after" boys.</i>	YES	NO	N/A
A letter of explanation and supporting evidence from your son's current school.	<i>Essential if you wish to apply for your son to be educated outside his chronological age group</i>	YES	NO	N/A

***Your application may not be processed correctly if you do not attach the right documents***

Return this supplementary information form and required documents to ***Year 7 Admissions, Cardinal Vaughan Memorial School, 89 Addison Road, London W14 8BZ***  
by ***5.00pm on FRIDAY 21 OCTOBER 2016***

***Your son MUST attend the banding test on Monday 31 October 2016***

Signed \_\_\_\_\_ Date \_\_\_\_\_

***Parent/Carer***







**BISHOPS' CONFERENCE OF ENGLAND AND WALES**

**CERTIFICATE OF CATHOLIC PRACTICE**

**Details of child (for identification only)**

Full name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am [the child's parish priest] [the priest in charge of the Church where the family practises] [delete as applicable]

I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practising Catholic family.

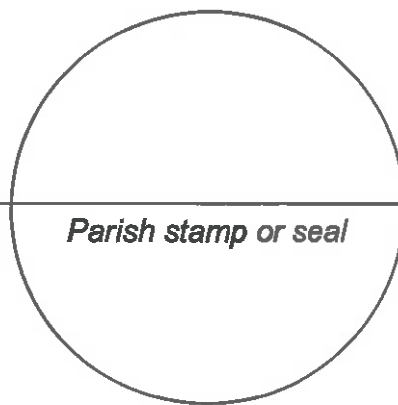
Priest's name \_\_\_\_\_ Position \_\_\_\_\_

Parish (or ethnic chaplaincy) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Priest's signature \_\_\_\_\_



*Parish stamp or seal*

Date \_\_\_\_\_

