

**St Richard Reynolds Catholic High School** **DRAFT**  
**Admission Arrangements 2015 - 2016**

St Richard Reynolds Catholic High School was founded by the Catholic Church 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, and seeks at all times to be a witness to Jesus Christ. As 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 Published Admission Number (PAN) for the school is 150 children. The governing body has sole responsibility for admissions to this school and intends to admit 150 children to Year 7 in September 2015. The school will admit both boys and girls in all year-groups.

The oversubscription criteria should be read in conjunction with the notes and definitions below.

**OVERSUBSCRIPTION CRITERIA**

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic looked after children and Catholic children who have been adopted (or made subject to residence or special guardianship orders) immediately following being looked after.
2. Baptised Catholic children:
  - a. from practising Catholic families who are resident in the parishes of Our Lady of Loreto and St Winefride, Kew Gardens; Our Lady Queen of Peace, East Sheen; St Edmund of Canterbury, Whitton; St Elizabeth of Portugal, Richmond; St Francis de Sales, Hampton Hill; St James, Twickenham; St Margaret of Scotland, St Margaret's on Thames; St Mary Magdalen, Mortlake; St Osmund, Barnes; St Theodore of Canterbury, Hampton-on-Thames; St Thomas Aquinas, Ham and The Sacred Heart, Teddington;
  - b. who are resident in the parishes listed in criterion 2a above; and
  - c. who are not resident in the parishes listed in criterion 2a above.
3. Other looked after children and children who have been adopted (or made subject to residence or special guardianship orders) immediately following being looked after.
4. Children from Eastern Christian (including Orthodox) Churches and Catechumens
5. Children from other Christian traditions and other faiths.
6. Any other children.

### **Additional criteria**

- a) The attendance of a sibling at the school at the time the application is considered will increase the priority of an application within each category.
- b) The governing body will give top priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child that can most appropriately be met at this school.
- c) Where the number of applicants under subcategories **2a** or **2b** exceeds the number of places available, places will be allocated in the ratio Diocese of Westminster: Diocese of Southwark = 6:4. Applicants within each diocese within each of the two subcategories separately, will be ranked by random allocation.
- d) Where the offer of places in any of the criteria other than **2a** or **2b** would still lead to oversubscription, the applicants will be ordered by proximity to the school (See notes below). In the case of equidistance from the school, applicants will be ranked by random allocation.
- e) Whenever applicants need to be ranked by random allocation, an independently supervised drawing of lots will take place. If twins or triplets etc. are competing for one or two remaining places, the school will admit both/all candidates and exceed the Published Admissions Number.

### **Application Procedure 2015-2016**

All applicants **must** complete a **Common Application Form (CAF)** from the local authority in which they are resident. The CAF must be completed and returned (in person, by post or online) to the local authority by **31st October 2014**.

In addition, applicants **should** complete a St Richard Reynolds **Supplementary Information Form (SIF)**. The information on the SIF enables the governing body to assess an application fully against the school's criteria in the event of oversubscription. The SIF should be completed and returned to the school by 31st October 2014 (in person or by post) together with all other relevant paperwork required for your application. You can obtain a copy of the school's SIF from the school website at <http://www.strichardreynolds.org.uk> or from Richmond Council's website at <http://www.richmond.gov.uk> or directly from the school. The school website includes other information on admissions that may be of interest.

If you do not complete both the CAF and the SIF and return them by the closing date, the governing body may be unable to consider your application fully and it is unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applicants wishing to be considered under criterion 2 and 4 should also provide the school with a copy of the child's certificate of Baptism (except catechumens who should provide evidence of membership). If the certificate is not available, applicants should indicate in writing the reasons for this being the case. For an application to be considered as in subcategory 2a of the over subscription criteria, the SIF should be supported by a Westminster Diocesan Priest's Reference Form (PRF). A PRF can be obtained from the College website at: <http://www.strichardreynolds.org.uk> or directly from the school. The website also contains guidance on completion of the form.

### **Outcomes**

Your home local authority will write to you on behalf of the governing body with the outcome of your application on **1st March 2015**.

**Notes** *(These notes form part of the admissions arrangements)*

### **Admission of open place children in St Richard Reynolds Catholic Primary School in 2019**

The governing body may only determine the admissions arrangements on a year by year basis but it is the expectation that children attending St Richard Reynolds Catholic Primary School and holding an open place at that school will have top priority after *looked after children and children who have been adopted (or made subject to residence or special guardianship orders) immediately following being looked after*. This criterion is expected to apply to the first cohort of primary school children applying in Year 6 for places in Year 7 for September 2019 and to each subsequent cohort thereafter.

### **Pupils with a Statement of Special Educational Needs**

The admission of children with a statement of Special Educational Needs is dealt with by a separate procedure that is administered by the applicant's home Local Authority, to whom all enquiries in that regard should be addressed.

### **Measurement of proximity to the school**

Proximity to the school will be measured by the shortest route by road or maintained footpath, accompanied as necessary, from the middle (the 'seed-point') of the candidate's home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured by the local authority using a computerised geographical information system. Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.

### **Fair Access**

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 governing body and the Diocese 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 should be made directly to the school. If a place is available and there is no waiting list, 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 set out above.

### **Right of Appeal**

Unsuccessful applicants may ask the school for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this policy and the applicant will have the right of appeal to an independent panel. Details of the procedure may be obtained from the Clerk to the governing body.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names are removed from the list after one year from date of application, unless applicants request to remain on the list. When a place becomes available the governing body will determine who is at the top of the list and make an offer of the place accordingly.

### **Change of details**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school and your home local authority immediately. If misleading information is given or allowed to remain on either of your forms, the governing body reserves the right to withdraw the place, even if the child has already started at the school.

## Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

*(These notes form part of the admissions arrangements)*

<b>Candidate</b>	The child on behalf of whom the application is being made. Or a young person of 16 years or over submitting their own application.
<b>Applicants</b>	The parent(s) and/or legal guardian(s) submitting an application for a place on behalf of a candidate. Or a young person of 16 years or over submitting their own application.
<b>Practising Catholic</b>	A Catholic from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese of Westminster. 'Family' includes the Catholic or Catholics who have legal responsibility for the candidate.
<b>Catholic</b>	A member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a current Diocesan Priest's Reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
<b>Catechumen</b>	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.
<b>Eastern Christian</b>	The Eastern Christian Churches include Orthodox Churches. Membership is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
<b>Christian</b>	A member of one of the Churches that belongs to Churches Together in Britain and Ireland.
<b>Other faiths</b>	A member of a non-Christian religion.
<b>Exceptional Need</b>	To demonstrate an exceptional medical, pastoral or social need, which can most appropriately be met at this school, the governing body will require compelling written evidence at the time of application from an appropriate professional e.g. doctor, priest or social worker.
<b>Looked after children</b>	Looked after and previously looked after children will be considered to be children registered as being in the care of a local authority in accordance with s.22 of the Children Act 1989 e.g. fostered or living in a children's home at the time of application; and children who have left care through adoption in accordance with s.46 of the Adoption and Children Act 2002, a residence order in accordance with s.8 Children Act 1989 or a special guardianship order under s.14A Children Act 1989. A Catholic child in this category will have top priority and a non-Catholic child in this category will be given priority over all other non-Catholic children.
<b>Sibling</b>	A brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and sisters, who live at the same home address as the candidate. A sibling relationship does not apply when the older child(ren) will leave the school before the younger one starts.
<b>Family</b>	Those individuals who live at the home address of the candidate. Where the admission arrangements refer to 'practising Catholic families', it is sufficient for just one parent to be a practising Catholic.
<b>Home Address</b>	Home address is defined as where the candidate lives for more than 50% of the school week.