

St Joseph's Catholic Academy, Hebburn

ADMISSION POLICY 2017-18

St Joseph's Catholic Academy 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 articles of association, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school and feeder primary schools

St Joseph's Catholic Academy serves the parishes of:

St Aloysius	(Hebburn)
St James	(Hebburn)
St Matthew's	(Jarrow)
St Joseph's	(Jarrow)
St Alban's	(Gateshead)

St Joseph's Catholic primary feeder schools are:

St Aloysius	(Hebburn)
St James	(Hebburn)
St Matthew's	(Jarrow)
St Joseph's	(Jarrow)
St Alban's	(Gateshead)

Published Admission Number

The governing body has set its admission number at 210 pupils to year seven in the school year which begins in September 2017.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Application Procedures and Timetable

To apply for a place at this school, the parent must complete a common application form (CAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 1 March 2017 or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 31 October 2016.

Late Applications

Late applications will be administered in accordance with the local authority coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs J Gardner, St Joseph's Catholic Academy, Mill Lane, Hebburn, Tyne & Wear, NE31 2ET. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

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 admission 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.

False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

OVERSUBSCRIPTION CRITERIA

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2017.

1. Looked after and previously looked after children (see Definitions)
2. Catholic Children whose home address is within the boundaries of the parishes served by the school and who attend a Catholic feeder school.
3. Catholic Children whose home address is outside of the boundaries of the parishes served by the school and who attend a Catholic feeder school.
4. Catholic Children who have a sibling attending the school at the time of admission.
5. Catholic children whose home address is within the boundaries of the parishes served by the school and who do not attend a Catholic feeder school.
6. Other Catholic children.
7. Children who attend a Catholic feeder school.
8. Children of other Christian denominations who have a sibling attending the school at the time of admission.
9. Children of other Faiths who have a sibling attending the school at the time of admission.
10. Children who have a sibling attending the school at the time of admission.
11. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
12. Children of other Christian denominations who do not have a sibling attending the school at the time of admission.
13. Children of other Faiths who do not have a sibling attending the school at the time of admission.
14. Other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. 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.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Joseph's Catholic Academy, Hebburn

SIXTH FORM ADMISSION POLICY 2017-18

The Governing Body of St Joseph's Catholic Academy is the Admissions Authority for this school. The Governing Body intends to admit up to 250 students to year 12 in September 2017.

These admission arrangements have been formally adopted by the Governing Body of the above Catholic academy in South Tyneside for admissions to the school Sixth Form (Year 12) in September 2017. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned Admission Number (PAN) for admissions to Year 12 from external applications is 150. It is expected that the maximum number of students in Year 12 in September 2017 will be 275.

How and when to apply

Applications must be made on the Sixth Form Application Form, which can be obtained from the school together with the Sixth Form prospectus, which details the academic entry requirements for admission. Completed forms must be returned to the school by **28 February 2017**. A provisional offer of a place (subject to confirmation of meeting the required academic entry requirements) will be made by **2 June 2017**.

Any students who have an Educational Health Care Plan (EHCP), meet the general entry and subject specific criteria and names the school will be admitted to Year 12.

Applications from students from other schools, who meet the general entry requirements and subject specific criteria for the courses for which they have applied, will be considered for a place in the school Sixth Form.

Admission of Students outside their Normal Age Group

A request may be made for a student to be admitted outside of their normal age group, for example, if the student is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the student. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

In-Year Applications

An application can be made for a place for a student at any time outside the admission round and the student will be admitted where there are available places. Applications should be made to the school Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the student is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a student, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school 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 governing body is empowered to give absolute priority to a student 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 student would mean exceeding the published admission number.

False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Students already on the roll of St Joseph's Catholic Academy, and who meet the general entry requirements and subject specific criteria will be offered a place in Year 12.

If there are too many applications and there is too great a demand for available courses, students from other schools who satisfy the academic criteria will be offered places in order of the following criteria.

1. Looked after and previously looked after children. (see Definitions)
2. Catholic students, who live within the boundaries of the parishes served by the school.
3. Catholic students who attend other secondary schools and live outside the boundaries of the parishes served by the school.
4. Other looked after or previously looked after students.
5. Students of other Christian denominations.
6. Students, who are members of other faiths.
7. Other students who wish to attend the Sixth Form.

Tie breaker

Within each category listed above priority will be given to those with siblings still in the school at the time of admission. Where there are places available for some, but not all applicants within a particular criterion, distance from the centre of the home address to the school entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system) with those living closer to the school receiving the higher priority.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Additional notes:

1. Parishes served by the school:

St Aloysius	(Hebburn)
St James	(Hebburn)
St Matthew's	(Jarrow)
St Joseph's	(Jarrow)
St Alban's	(Gateshead)

2. Definition of Catholic – students who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 and 3 will be asked to provide evidence of baptism or being received into the Catholic Church. A baptismal certificate or a letter confirming church membership from the parish priest will be accepted as evidence.

3. Definition of Looked After Students

A looked after student is a student who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order outlining the arrangements as to the person with whom the student will live under the provisions of section 14 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a student's special guardian or guardians.

A previously looked after student is a student who immediately moved on from that status after becoming subject to an adoption, student arrangement order or special guardianship order.

4. Students of other Christian denominations means students who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

5. Students of other faiths means students who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

6. Definition of siblings – sibling refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Waiting List

If a student is refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the autumn term.

5. Academic Entry Requirements

A summary of the academic requirements for entry to Sixth Form courses is given below. More detailed information on the general and subject and course specific academic entry requirements for all students can be found in the Sixth Form prospectus, which should be consulted before making a formal application.

- To study 4 or more AS optional subjects in Year 12 the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above (including Maths & English) and achieve the individual specific subject or

course academic entry requirements.

- To study fewer than 4 AS subjects and/or Level 3 vocational courses the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above and achieve the individual specific subject or course academic entry requirement
- To study a Level 2 vocational course the student must have achieved at least 4 GCSEs (or equivalent) at Grade D or above and meet the individual specific subject or course academic entry requirement.
- Applications may also be considered from students with fewer GCSE passes depending on their particular needs.