

## URSULINE COLLEGE

### **ADMISSIONS POLICY AND PROCEDURES 2017 - 2018 (For admission in the academic year beginning September 2017)**

The Ursuline College is a Catholic school for children between the ages of 11 and 18 who would attend a Grammar or High School. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission (primarily Catholics from the Thanet Deanery and Catholics from further afield). However the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school and families who seek a place within the educational ethos of the school but are of no declared faith will also be considered.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit, in September 2017 up to 120 pupils without reference to ability or aptitude. Children with a statement of special educational need (SEN) or Education Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where the number of applications exceeds 120 the Governors will offer places using the following criteria in the order stated:

1. Looked After Catholic children or Looked After Children (children in Public Care) in the care of Catholic families and previously looked after Catholic children who have been adopted.
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other Looked After Children (children in Public Care) and other previously looked after children who have been adopted.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or Dedication/Initiation or Membership of the faith) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- I. The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then once or twice a month etc.
- II. The strength of evidence of commitment to the faith as demonstrated by the level of the family's attendance at the place of worship endorsed by a priest or minister where the family normally worships.
- III. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.

- IV. Priority will be given to those who attend Thanet Catholic feeder schools (St Gregory's Margate, St Joseph's Broadstairs and St Ethelbert's Ramsgate) over those attending any other school.
- V. Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a Priest or a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- VI. Proximity to the School from the Candidate's home address, the distance measured in a straight line from the School entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

#### Notes

- a) Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- b) A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives eg cousins.
- c) Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d) Looked after children are those in the care of an authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from an appropriate social worker).
- e) For children admitted in category 1, evidence of membership of the Catholic faith on the part of the child – if available a Baptismal record – or of Catholic membership or practice on the part of one or both carers will be required.
- f) 'Catechumen' means a member of the catechumenate of a Catholic Church. This means they are under instruction in preparation for joining the Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- g) 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from authorities of that Church.

This Admissions procedure, although primarily relevant to pupils for whom a place is sought at the normal age of transfer to secondary education, applies also to Years 8 to 11, subject to the availability of places.

#### **PROCEDURE FOR ADMISSION –Transfer to Secondary Education**

- Complete the SCAF (Secondary Common Application Form) and return to your child's Primary School by 31<sup>st</sup> October 2016 (Only send photocopies of relevant certificates to the LEA e.g. baptismal certificates)
- Complete the **Supplementary Form** and return it to the Ursuline College by 31<sup>st</sup> **October 2016** together with original Baptismal Certificate or certified copy or documentary evidence of Dedication/Initiation. **In order that the Governors can place your child in the correct category you MUST provide all the relevant documentation with your application and this MUST include the Supplementary Form. If the Supplementary Form is not completed, the governing body of the**

**school will only be able to consider the application after all applicants who have completed a Supplementary Form.**

<b>Closing date for applications</b>	-	<b>31<sup>st</sup> October 2016</b>
<b>Places Offered</b>	-	<b>1<sup>st</sup> March 2017</b>
<b>Acknowledgement of receiving offer</b>	-	<b>16<sup>th</sup> March 2017</b>
<b>Closing date for Appeals</b>	-	<b>29<sup>th</sup> March 2017</b>
<b>Appeals held</b>	-	<b>TBA</b>

- You will be asked to take the form verifying membership of a church to the relevant priest or minister. The priest or minister will forward the form to the College. (Please supply a stamped addressed envelope)
- There will be no interview for applicants.

## **APPEALS**

Parents whose application for a place has been unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons for which they are made. Appeals should be made to the Admissions Appeal Clerk at the College address. Parents/Carers have the right to make oral representations to the Appeal Panel.

## **WAITING LIST**

Parents of children who have not been offered a place at the College may ask for their child's name to be placed on the waiting list. The waiting list will be maintained until 31<sup>st</sup> December 2017 and will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list. The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

## **FAIR ACCESS PROTOCOL**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## **LATE APPLICATIONS**

Any late applications will be considered in the event of there being any available places using the above criteria. If all places are filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## **OUT OF YEAR APPLICATIONS**

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. The request will then be considered by the Headteacher and his/her appointed Governor advisor(s).

*These admissions procedures, although primarily relevant to children for whom a place is sought at the normal age of transfer to secondary education (Year 7), will also apply to succeeding years, and be subject to the availability of places.*



## **Admission Criteria for Applicants to The Ursuline College Sixth Form**

### **Entry requirements for courses:**

A level/Level 3 Courses: 5+ GCSEs or equivalent at Grades A\* - C in five separate subjects. A-level Maths requires a grade A in GCSE Maths. A-level English requires a B grade at GCSE English Language and Literature. A-level Chemistry and Physics requires B grades in each respective subject at GCSE, along with a B in GCSE Maths.

Football scholarship: trials will be conducted prior to starting the course.

### **Internal applicants**

Priority for places is given to students in Year 11 currently on roll who meet the entry requirements for post-16 courses and who have submitted an on-line application form. All applicants will be invited to a Learning discussion with the Head or Deputy Head of Sixth Form to discuss their option choices.

### **External applicants**

External applicants are required to complete an on-line application form for a Sixth Form place and be aware of the Catholic ethos of the school as outlined above. All candidates will be invited to a Learning discussion to discuss their option choices and references will be called for from schools currently attended by applicants. In addition, if more applications are received than there are places available the Governors will allocate places in the same order as for entries into Year 7. The school aims to recruit no more than 120 students into Year 12 each September.

### **Offers and Appeals**

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's 4 chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results.

Offer letters will be made before the end of May 2017. Offers will be confirmed once the school has been notified of GCSE results in August 2017.

Where learners have achieved better results than the predicted grades they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, care of the school.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

A waiting list will be held, ranked according to the over-subscription criteria.

### **Oversubscription Criteria**

Before applying the oversubscription criteria, children with a statement of special educational need (SEN) or Education Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of places available, places will be allocated in the following priority order –

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# URSULINE COLLEGE

*Specialist Sports College*

225 Canterbury Road, Westgate-on-Sea, Kent CT8 8LX

Tel: 01843 834431 Fax 01843 835365



## SUPPLEMENTARY FORM

For September 2017 Entry

**To be returned by 31<sup>st</sup> October 2016 to the Ursuline College**

We ask you to complete this form clearly and in BLOCK capitals. Admissions will be considered in keeping with our Admissions Policy.

<b>Child's Surname</b>	
<b>First Name</b>	
<b>Other Names</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Parent/Carer (full name)</b>	
<b>Parent/Carer Telephone:</b>	
<b>Parent/Carer Email Address:</b>	
<b>Present School</b>	
<b>Address of present School</b>	
<b>Name and date of birth of any brothers and sisters attending the Ursuline College at the time of admission</b>	

PLEASE CONTINUE OVERLEAF

**RELIGION**

Is your child baptised **YES** [ ] **No** [ ] (Please tick appropriate box)  
 Is your child dedicated/Initiated If yes, please state:

Date of Baptism: .....Place of Baptism: .....

Date of dedication/initiation:..... Place of dedication/initiation:.....

Parish: ..... Denomination: .....

Church normally attended: .....

Address:.....

Name of Parish Priest/Minister:.....  
 (Who will complete the Statement of Support)

Please add here, or on a separate sheet, any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest.

Parent's Declaration (to be signed by parent or guardian)

I declare that the information given on this form is accurate and truthful. I have read the Ursuline College Admission Policy and understand the procedures contained therein.

Parent/carer:..... Date: .....

***THIS FORM SHOULD BE RETURNED TO THE URSULINE COLLEGE WITH :***

*Original Baptismal Certificate (Please enclose a stamped and addressed envelope for return.) A copy of the Baptismal Certificate can be obtained from the church where your child was baptised.*

*Original documentary evidence of Dedication/Initiation*

In order that the Governors can place your child in the correct category you **MUST** provide all the relevant documentation with your application.

**THIS FORM MUST BE RETURNED NO LATER THAN: 31<sup>st</sup> October 2016**





# URSULINE COLLEGE

*Specialist Sports College*

Catholic Voluntary Aided Secondary School  
225 Canterbury Road, Westgate-on-Sea, Kent CT8 8LX

Mrs Tanya Utton BA Hons NPQH  
Headteacher

Telephone (01843) 834431  
Fax (01843) 835365

## Statement of Support from Parish Priest / Minister (For entry in the Academic Year 2017/2018)

This form must be returned to the school by 31<sup>st</sup> October 2016

Please ask your parish priest / minister to endorse your application by completing this form. Please write in your child's details, and then ask your parish priest / minister to complete the section overleaf

### Part 1 To be completed by parent or carer

Child's full name: .....

Parent/carers name: .....

Address: .....

.....

Tel.Number:.....Present School: .....

Denomination: .....

If Catholic, indicate which Mass you normally attend: Saturday at .....(time) Sunday at ..... (time)

Parish in which you live: .....

Church normally attended if different:.....

How long have you worshipped there?: ..... Years

How often do you attend Mass? [ ] weekly [ ] at least once a month [ ] less often

I confirm that the information we have given on this form is accurate and truthful:

Signed: ..... Date: .....

**Parent / Carer**

**Part 2 :To be completed by Catholic priests only**

In the case of a Looked After child, are the carers known to you as a Catholic family:

Yes  No

Is the child known to you? Yes  No

Regular attendance at Mass (i.e. weekly)

Occasional attendance at Mass (i.e. at least once a month)

Irregular attendance at Mass (i.e. less than once a month)

Not practicing

I confirm that this child has or is following a Catechumens course (for entry into the Church)

Name of priest:.....

Parish:.....

Address: .....

.....Tel:.....

Priest's signature.....Date:.....

Parish stamp or seal:

**Part 3: To the Priest, minister or other faith leader:**

Non Catholic parents/carers from other denominations or faiths should hand to their priest/minister or faith leader who should complete the section below and return it as soon as possible to the Ursuline College.

Is the child known to you? Yes  No

Regular attendance (i.e. weekly)

Occasional attendance (i.e. at least once a month)

Irregular attendance (i.e. less than once a month)

Not practicing

Name of minister:.....

Denomination/faith:.....Parish/faith community:.....

Address: .....

Tel:..... Signed:.....Date:.....

**To the Priest, minister or other faith leader: Please ensure that this form is completed and signed and returned to the school by 31<sup>st</sup> October 2016**