



ST GREGORY'S CATHOLIC SCHOOL

ADMISSIONS POLICY FOR SEPTEMBER 2017

Admissions to the school are made by the Governors in the light of the Mission Statement "Christ at the Centre of Living and Learning". The Governors, having consulted with the Local Authority and other admission authorities, intend to admit 180 children into Year 7 for the 2017 academic year.

The school participates in the Kent County Council co-ordinated scheme and all deadlines within that should be adhered to by applicants. Closing date for applications for September 2017 will be **31st October 2016**

Children with a statement of special educational need (SEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted before the application of oversubscription criteria. As a result of this, the published admissions number will be reduced accordingly

Places will then be allocated in the following order of priority:

Category 1a: Baptised Catholic children. Priority within this category is given to baptised Catholic Looked-After Children and Looked-After Children in the care of a Catholic family (see note 1).

All other baptised Catholic Children are ranked according to the over-subscription criteria as detailed below.

Category 1b: Other Baptised/Dedicated and/or Practising Christian* children and Looked-After Children.

Priority within this category is given to all other Looked-After Children (see note 1).

All other Baptised/Dedicated and/or practising Christian* children are ranked according to the over-subscription criteria as detailed below.

* By "Christian" we accept attendance at a church which is a member of Churches Together in England.

Category 2a: Children of other faiths.

Governors would consider under this Category applications from parent(s) who are practising members of other world faith-based communities, and who attend, as defined by local practice, the meetings of their community and are actively involved in its life. Evidence of religious commitment provided by a priest, minister or religious leader or a designated place of worship will be required.

Category 2b: Any other children.

Applications where the Supplementary Information Form is not available, or which do not fall into the above three categories.

Applications will be ranked, within each Category, using the following over-subscription criteria:

- the presence of a brother or sister (see note 2) in the school at the time of admission
- attendance at one of the following partner primary schools: St Augustine's Catholic Primary School (Tunbridge Wells), St Margaret Clitherow Catholic Primary School (Tonbridge), St Mary's Catholic Primary School (Crowborough), St Thomas' Catholic Primary School (Sevenoaks),
- frequency of the family attendance at a church / place of worship as verified on the Supplementary Information Form
- commitment to the ethos of Christian Catholic education
- in the event of a tie-break, distance as measured by the LA (see note 3) will be used to rank applications

For applications within Categories 1a, 1b and 2a

Appropriate documentary evidence of church / place of worship membership will be required. This should ideally be a certificate of baptism or dedication and a completed Supplementary Information Form. If any of these documents are unavailable (e.g the church / place of worship attended does not practise baptism or dedication), a letter from the priest, minister or religious leader clearly detailing the **family commitment** to and attendance at the place of worship will be required.

Supplementary Information Forms plus any supporting evidence must be received in school by **31st October 2016** (for Year 7 September 2017 applications). Papers received after that date will be treated as late and ranked after all other applicants in the same category (see note 4).

Additional notes to St Gregory's 2017 Admission Policy

1 Looked-After Children

A 'Looked-After Child' or a child who was previously Looked-After but immediately after being Looked-After became subject to an adoption, residence, or special guardianship order. 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).

In accordance with the Admissions Code of Practice, Governors will give priority to baptised Catholic Looked-After Children and Looked-After Children in the care of a Catholic family. All other Looked-After Children will be given priority within Category 1b.

2 Siblings

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings from multiple births (twins, triplets, etc) apply for places in the school and the school would reach its Published Admissions Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

3 Distance Tie-Break

In the event of a tie-break, distance, as measured by the Local Authority, will be used. Details of how distance is calculated and the definition of "home address" used in the calculation can be found in the "Admission to Secondary School in Kent" booklet. Alternatively you can get this information from the Kent County Council website (www.kent.gov.uk) or contact Kent Admissions 01622 696565 or email the Kent Admissions team at kent.admissions@kent.gov.uk.

4 Late Applications

Late applications where the SCAF (Secondary Common Application Form) was submitted after the closing date will be handled in accordance with the Kent Co-ordinated Admissions Scheme.

Late applications where the SCAF was submitted by the closing date but the St Gregory's Supplementary Form was not received on time will be considered by the Governors' Admissions Committee after all other applications for the same Category have been ranked.

5 Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel, set up in accordance with Section 84 of the School Standards and Framework Act 1998. Appeals must be made in writing, giving the reasons for the appeal, and sent to the Admissions Appeal Clerk at the school address by the date indicated on the appeal application form.

6 6th Form Applications

Students are able to join the School in Year 12 for 6th Form studies. Year 11 students at St Gregory's School have priority over those seeking to join the Sixth Form from other schools, but external applications are very welcome. The 6th Form Centre has a capacity for 230 students (Years 12/13 combined) and, in the event of over subscription, applications will be ranked according to the admissions criteria as set out in this Admissions Policy.

To embark on any 'A' level course you must have gained at least five GCSE passes of Grade 'C' or above with a minimum grade 'B' GCSE in the subject area you have chosen. Mathematics and Science require you to achieve at least grade 'A' GCSE. Full details of all our courses are available in the 6th Form Centre Prospectus which can be downloaded from the school website (or contact the school for a hardcopy). We aim to ensure that students choose a range of courses that are appropriate to their GCSE results and to their future career plans.

All offers are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results, and the student's 3 or 4 chosen subjects being accommodated on the timetable, in feasible group sizes. Where students have achieved better results than the predicted grades they will be considered based on the grades achieved and ranked according to the schools admissions criteria.

Parents and students have a statutory right of appeal should an application for a place be refused (see note 5 above).

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.

7. In Year (casual) Applications

Applications for a place at the school in-year must be made using the IYCA Form of the Local Authority (LA) where the child resides. This form must be returned to the school. The school's Supplementary Information Form should also be completed, and returned to the school, to enable the governors to rank the application in the event of there being more than one application for a place. Governors will use the same criteria to rank the application as detailed in our Admissions Policy. NO places will be offered if a year group has reached its Published Admissions Number (Years 7-11 PAN is 180). In the event of Governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not affect the statutory right to appeal (see note 5 above).

8. Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the last day of term 6, will be operated using the same admissions criteria as above. Placing a child's name on the waiting list does not guarantee that a place will become available. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added. This does not affect the statutory right to appeal (see note 5 above). nb. It is possible that when a child is directed under the LA's Fair Access Protocol they will take precedence over those children already on the Waiting List.

9. Admissions Applications for Children to be Taught Outside their Expected Year Group

Requests for admission outside of the expected Year Group for the child's age should be made to the Headteacher. The school will take into account the parent's views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to the request.

Parents are required to complete an application for the normal year of entry at the same time, in case their request is declined.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about the school's decision not to admit their child outside the normal age group through the school complaints procedure



Admission to St Gregory's Catholic School Supplementary Information Form

Please read the School Admissions Policy, noting in particular any faith and partner primary school definitions (if applicable), and your Local Authority booklet before completing this form. They will explain the application process and by what date forms must be completed.

If you do not complete this form the Governors will not be able to place your application in the correct category.

Remember **you must also complete the Secondary Common Application Form**

Now please complete the following by ticking the box which applies to your child

Surname of child		Gender (M/F)	Student Id
Forename(s)		Date of birth	
Current School (if applicable)		Year Group for which you are applying	
Parent(s) / carer(s)			
Usual home address		Postcode	
Telephone		Mobile No.	
Email			
Name(s) of Siblings at St Gregory's Catholic School		Year /Review Group	

PLEASE TURN OVER AND COMPLETE PAGE TWO

Now please complete the following by ticking the box which applies to your child

ALL APPLICANTS <i>Please tick the relevant box</i> I am applying under the following category		✓	Evidence Required * Please enclose evidence with this form
1a.	Baptised Catholic.		A photocopy of the baptism certificate
1b.	Other Baptised/Dedicated and/or Practising Christian children		A photocopy of the baptism or dedication certificate or evidence of religious commitment provided by a priest/minister
2a.	Children of other faiths		Evidence of religious commitment provided by a priest, minister or religious leader of a designated place of worship
2b.	Any other children.		No evidence required

* If you have difficulties in producing a baptism / dedication certificate you should ask your priest/minister to verify this in writing.

For applications under categories 1a, 1b and 2a please complete the box below**
Name and parish of church / place of worship attended:
Name of Priest/Minister of Religion:
Signature of Priest/Minister of Religion:
Frequency of family attendance*** at church / place of worship Weekly / Fortnightly / Monthly / Occasionally / Never (please circle appropriate answer)

** It may be necessary for the school to verify details when applying over-subscription criteria.

*** Student attendance with school is not accepted as evidence of family worship

Please read the following declaration very carefully, then sign and return the form to
The Admissions Secretary, St Gregory's Catholic School, Reynolds Lane, Tunbridge Wells, Kent TN4 9XL
 by **31st October 2016** (for Year7 September 2017 applications) – forms received after that date will be treated as late applications.

I confirm that I fully support the ethos of the Christian Catholic education of my child at St Gregory's Catholic School and that the information I have supplied is true and accurate.

Signed: _____

Name: _____

Date: _____