



# ST GREGORY'S CATHOLIC SCHOOL

## ADMISSIONS POLICY FOR SEPTEMBER 2020

Governors of St Gregory's Catholic School welcome children of any background to apply for a place in the school and all applications will be considered according to the criteria in this policy. Admissions to the school are made by the Governors in the light of the Mission Statement "to provide world class Catholic education through our outstanding and inclusive Christian approach. Our students are empowered to be their very best, making a positive difference in society". The Governors, having consulted with the Local Authority and other admission authorities, intend to admit **210** children into Year 7 for the 2020 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

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.

\*We accept children baptised or received into the Catholic Church or a Church in union with the See of Rome or a child who is a member of the Ordinariate

**Category 1b:** Other Looked-After Children and Previously Looked-After Children (see note 1).

**Category 1c:** Children of Staff at St Gregory's Catholic School (see note 2)—up to five places in this category.

**Category 1d:** 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 3) 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 by a priest/minister on the Supplementary Information Form

In the event of a tie-break, distance as measured by the LA (see note 4) will be used to rank applications

### For applications within Categories 1a, 1d 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.

*The school participates in the Kent County Council co-ordinated scheme and all deadlines within that should be adhered to by applicants. Supplementary Information Forms plus any supporting evidence must be received in school by **31<sup>st</sup> October 2019** (for Year 7 September 2020 applications) to enable Governors to correctly rank applications.*

## **Additional notes to St Gregory's 2020 Admission Policy**

### **1. Looked-After Children and previously 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.

### **2. Staff Places**

Up to five places will be offered to the children of staff at St Gregory's Catholic School employed by the KCSP Trust where:

a) the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at St Gregory's Catholic School in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school.

### **3. 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.

### **4. Distance Tie-Break**

In the event of a tie-break, distance, as measured by the Local Authority, will be used. Distance for the purposes of these criteria is measured between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school a random selection will be applied.

### **5. 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.

### **6. 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.

### **7. Sixth Form Applications**

Students are able to join the School in Year 12 for Sixth Form studies. Year 11 pupils 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 Sixth 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 enrol on any Level 3 course in Year 12 you must have gained at least five GCSE passes of grade 4 (C) or above with a grade 6 (B) in the A Level subject area you have chosen. For BTEC subjects you will need at least a grade 4 in that subject area. There are specific entry requirements for some subjects and these are listed in the Sixth Form Prospectus available on the school website.

For A Level subjects not offered at GCSE, you will need at least a grade 6 in English and Mathematics. It is important that you choose a range of courses that are appropriate to your GCSE results and future career plans. Careers advice and help in selecting courses is available to all prospective students and also at the Sixth Form Open Evening. Please contact us if you have any questions at all.

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 pupil's 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 school's admissions criteria.

Parents and pupils have a statutory right of appeal should an application for a place be refused (see note 6 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.

### **8. 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. 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 6 above).

### **9. 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 6 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.

### **10. 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

Reviewed by the Academy Committee: 12<sup>th</sup> February 2019  
Determined by Executive Governing Body following consultation:



## 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)
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.	Non-Catholic Looked After or Previously Looked After children	Please supply relevant evidence
1c.	Child of Staff at St Gregory's	No evidence required
1d.	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.

<b>For applications under categories 1a, 1d and 2a ONLY please complete the box below**</b>
Name and parish of church / place of worship attended:
Name of Priest/Minister of Religion:
Signature of Priest/Minister of Religion:
Frequency of <b>family attendance***</b> at church / place of worship Weekly / Fortnightly / Monthly (please circle appropriate answer)

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

\*\*\* Pupil 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 **31<sup>st</sup> October 2019** (for Year 7 September 2020 applications)

**If emailing this form please send it to [admissions@sgschool.org.uk](mailto:admissions@sgschool.org.uk). DO NOT send a paper copy as well.**

*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: \_\_\_\_\_