



ST GREGORY'S CATHOLIC SCHOOL ADMISSIONS POLICY FOR SEPTEMBER 2021

Please ensure that you have read St Gregory's Privacy Notice on the school website before you complete this form.

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 for the 2021 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 **31st October 2020**.

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, previously looked after Catholic children who have been adopted or who become the subject of a residence or guardianship order, and Catholic children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A copy of the baptismal certificate or evidence of reception into the Catholic Church must be given to the school. (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. A copy of the baptismal certificate or evidence of reception into the Catholic Church must be given to the school.

Category 1b: Other looked after children, previously looked after children who have been adopted or who have become the subject of a residence or guardianship order, and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. *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 five 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 reception into the Church 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.

Admissions Clarification (Covid-19)

Parents and carers applying for places in Years 7 to 11 in the academic year 2021-2022 are asked to note the following statement in relation to the Mass Attendance oversubscription criterion set out in St Gregory's admission arrangements:

On the advice of the Education Commission of the Archdiocese of Southwark, the governing body of St Gregory's Catholic School has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted while churches are closed or attendance at church is not possible due to Covid-19. This statement has been shared widely with parishes by the Education Commission in order to ensure that determinations made by parish priests concerning regular practice of the faith are being made on a consistent basis.

The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by the Bishops' Conference of England and Wales. If a parent or carer attended Mass at a particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) regularly since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops.

Mike Powis,

Chair of the KCSP Board

September 2020

*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 **31st October 2020** (for Year7 September 2021 applications) to enable Governors to correctly rank applications.*

Additional notes to St Gregory's 2021 Admission Policy

1. Looked-After Children and previously looked after children.

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) at the time of making an application to a school.

A **previously looked after child** means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in **state care outside of England** if they were in the care of or were accommodated by a public authority, a religious organization, or any other provider of care whose sole or main purpose is to benefit society.

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. Please refer to the school Sixth Form admissions procedure for further details.

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: 24 September 2019

Determined by Executive Governing Body following consultation: 28 February 2020



Admission to St Gregory's Catholic School Supplementary Information Form

Please ensure that you have read St Gregory's Privacy Notice on the school website before you complete this 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 /Tutor Group

PLEASE TURN OVER AND COMPLETE PAGE TWO

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

ALL APPLICANTS Please tick the relevant box I am applying under the following category		✓	Evidence Required * Please enclose evidence with this form
1a.	Baptised Catholic		A photocopy of the baptism certificate or evidence of reception into the Church *
1b.	Non-Catholic Looked After or Previously Looked After children (including outside England)		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.

For applications under categories 1a, 1d and 2a ONLY 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 (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 **31st October 2020** (for Year7 September 2021 applications)

If emailing this form please send it to 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: _____

In Year or Casual Applications

Applications made too late for the Kent co-ordinated system, In-year applications for year 7 and applications for entry to years 8-11 must be made on the IYAF (In -Year and Casual application Form) available on school websites. The same policy and procedure (apart from the timetable) applies to these applications. This form must be sent to the school's Admissions Officer with this supplementary information form.