

St Anselm's Catholic School
Admissions and Oversubscription Criteria for 2017
Planned Admissions Number: 180 Students

All applicants are expected to be committed to the value and meaning of Catholic character of St Anselm's School. Places are offered by the Governors to boys and girls without reference to aptitude or ability.

In determining admissions the following criteria will be applied, in the order set out below:

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted provided the school can meet the child's needs. As a result of this, the published admissions number will be reduced accordingly.

1. Catholic children in local authority care or looked after children in the care of a Catholic family, including children who have been adopted or are awaiting adoption by Catholic parents.
2. Baptised Catholic children attending Catholic Primary Schools in the Canterbury Deanery, i.e. St Thomas' Catholic Primary School; St Teresa's Catholic Primary School; St Simon of England Catholic Primary School; St Mary's Catholic Primary School.
3. Baptised Catholic children who are attending other Catholic Primary Schools, including St Joseph's Catholic Primary School, Stella Maris Catholic Primary School, St Augustine's Catholic Primary School.
4. Other Baptised Catholic children.
5. Catholic Catechumens.
6. Other Looked After children including children who have been adopted.
7. Baptised children who are not Catholic but whose parents wish them to receive a Catholic education and who attend a Catholic Primary School in the Canterbury Deanery and whose application is supported by the priest/minister where the family worship i.e. St Thomas' Catholic Primary School; St Teresa's Catholic Primary School; St Simon of England Catholic Primary School; St Mary's Catholic Primary School.
8. Baptised children who are not Catholic but whose parents wish them to receive a Catholic education and who attend another Catholic Primary School and whose application is supported by the priest/minister where the family worship, including St Joseph's Catholic Primary School, Stella Maris Catholic Primary School, St Augustine's Catholic Primary School.
9. Baptised children who are not Catholic but whose parents wish them to receive a Catholic education and whose application is supported by the priest/minister where the family worship.
10. Baptised children who are not Catholic but whose parents wish them to receive a Catholic education and whose application is not evidenced by a priest/minister.

11. Non-Catholic Christian Catechumens and members of Eastern Christian Churches.
12. Children who are not baptised but who are members of another faith and whose application is supported by a relevant minister of religion.
13. Children who are not baptised but who are members of another faith and whose application can be supported by evidence of a 'dedication' or similar.
14. Any other children

'TIE-BREAK'

In each of the categories above the following criteria will apply where the number of applications exceeds the number of places available:

- a) Children with brothers or sisters (including step-brothers and step-sisters) living in the same household attending the School at the time of entry.
- b) Children whose Minister/Priest can confirm regular weekly religious practice as opposed to occasional practice, as indicated by the Minister/Priest on the relevant form.
- c) Children living nearest the school will be given highest priority, with distance being measured using KCC distance measurements provided. This is the distance measured in a straight line, using Ordnance Survey address data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.

Supplementary Form Required: Yes.

Applicants must complete the KCC Common Application Form (CAF) and in addition they should complete the St Anselm's Supplementary Information Form and submit evidence of Baptism or Catechumen instruction. Completion of a Supplementary Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application may have to be considered under the 'any other children' category.

Waiting lists will be maintained up to January 2018.

This admissions procedure, although primarily relevant to students for whom a place is sought at the normal age of transfer to secondary education, applies also to succeeding years, subject to availability of places.

Applicants must complete the KCC Common Application Form (CAF) and in addition they should complete the St Anselm's Supplementary Information Form and submit evidence of Baptism or Catechumen instruction. Completion of a Supplementary Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application may have to be considered under the 'any other children' category.

In Year (Casual) Admissions

Applications for a place at the school in-year must be made using the Common Application Form of the Local Authority (LA) where the child resides. This form must be returned to the School. The school's Supplementary Form should also be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the Governors. In the event of the 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 prevent parents from exercising their right to appeal against the decision not to offer a place.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Waiting Lists

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 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.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been 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.

Admission Out of the Normal Age Group

All requests for admission outside of the normal age group will be considered individually on a case-by-case basis. Such an application should be made to the Headteacher. Whilst all requests for admission outside of the normal age group will be considered, the school is under no obligation to accept such requests. Parents do not have the right to insist that their child is admitted to a particular year.

Sixth Form Admission Arrangements

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form at St Anselm's Catholic School will be as a result of applicants obtaining a minimum of five GCSE passes at grade C or above plus any specific entry requirements for the subjects which have been chosen for level 3 study.

The admission number for external candidates will be 30, but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall figure for the year group, which is 180.

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study.

Where there are more learners seeking places than the number of places available, the following oversubscription criteria will be applied in the order set out below to rank pupils until the overall figure for the year group is reached:

1. Catholic children in local authority care or looked after children in the care of a Catholic family, including children who have been adopted or are awaiting adoption by Catholic parents.
2. Baptised Catholic children attending Catholic Secondary Schools.
3. Other Baptised Catholic children.
4. Catholic Catechumens.
5. Children in Local Authority Care – Other looked after children including those who have been adopted.
6. Baptised children who are not Catholic but whose parents wish them to receive a Catholic education and who attend a Catholic Secondary School.
7. Baptised children who are not Catholic but whose parents wish them to receive a Catholic education and whose application is supported by the priest/minister where the family worship.
8. Baptised children who are not Catholic but whose parents wish them to receive a Catholic education and whose application is not evidenced by a priest/minister.
9. Non-Catholic Christian Catechumens and members of Eastern Christian Churches.
10. Children who are not baptised but who are members of another faith and whose application is supported by a relevant minister of religion.
11. Children who are not baptised but who are members of another faith and whose application can be supported by evidence of a 'dedication' or similar.
12. Any other children.

TIE-BREAK

In each of the categories above the following criteria will apply where the number of applications exceeds the number of places available:

- a) Children with brothers or sisters (including step-brothers and step-sisters) living in the same household attending the School at the time of entry.
- b) Children whose Minister/Priest can confirm regular weekly religious practice as opposed to occasional practice, as indicated by the Minister/Priest on the relevant form.
- c) Children living nearest the school will be given highest priority, with distance being measured using KCC distance measurements provided. This is the distance measured in a straight line, using Ordnance Survey address data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- a) When the parent or learner has failed to respond to an offer within a reasonable time; or
- b) When a parent or learner has failed to notify the school of important changes to the application information; or
- c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.

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 four 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 sent before the end of May 2015. Offers will be confirmed once the school has been notified of GCSE results in August 2015. 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.



ST ANSELM'S CATHOLIC SCHOOL

[A Catholic Academy in partnership with the Archdiocese of Southwark]

Mr M Walters BA (Hons), NPQH
Headteacher

Telephone (01227) 826200

Old Dover Road
CANTERBURY
Kent
CT1 3EN

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION PURPOSES

Name of Child Date of Birth.....

Present School/Previous School.....

Child's Religion

Date of Baptism/Dedication or Christening

Child's First Language.....

Child's Spoken Language.....

**CATHOLIC AND OTHER CHRISTIAN APPLICANTS SHOULD ENCLOSE EVIDENCE OF BAPTISM WITH A
STAMPED-ADDRESSED ENVELOPE FOR THEIR RETURN**

CHURCH NORMALLY ATTENDED

NAME OF PARISH PRIEST/MINISTER.....

ADDRESS

.....

PARENT(S) OR GUARDIAN(S) WITH WHOM THE CHILD RESIDES:-

FULL NAME(S)

ADDRESS

.....POST CODE

HOME TEL NO EMAIL.....

MOBILE NO.....

NAMES OF ANY BROTHERS OR SISTERS ALREADY AT ST ANSELM'S SCHOOL

.....

Signed Date



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STATEMENT OF SUPPORT FROM PARISH PRIEST/MINISTER (THIS MAY BE CRUCIAL IN DETERMINING THE OUTCOME OF YOUR APPLICATION)

CATHOLIC APPLICANTS:

Ask your Parish Priest to support your application by signing/stamping this form. Please write in your child's details, then ask your Parish Priest to complete the section below.

APPLICANTS OF OTHER DENOMINATIONS:

Ask your Minister to support your application by signing/stamping this form. Please write in your child's details, then ask your Minister to complete the section below.

NAME OF CHILD

PARENT(S) / GUARDIAN(S)

ADDRESS (Including Postcode)

.....

TELEPHONE NUMBER

PRESENT SCHOOL

CHURCH NORMALLY ATTENDED

NAME OF PARISH PRIEST/MINISTER

If you leave this form with your Parish Priest/Minister to be forwarded to the School, it would be a courtesy to supply a stamped envelope addressed to the Admissions Officer, St Anselm's School

NAME OF CHILD

PRESENT SCHOOL

Please delete or add to the statements below as necessary, or send a separate letter if you prefer.

- (i) I support the application for a place at St Anselm's School. The child and parents: mother / father / guardian, are known to me as regular (weekly) members of my congregation.
- (ii) I support the application for a place at St Anselm's School. The child and parents: mother / father / guardian, are known to me as occasional members of my congregation.
- (iii) I cannot confirm the above statements ((i) and/or (ii)), but support the application for a place at St Anselm's School for the following reason:
(Please continue overleaf if necessary)

SIGNED

CHURCH