



St Anselm's Catholic School

A Catholic Academy in the Archdiocese of Southwark
Member of the Kent Catholic Schools' Partnership

"faith seeking understanding"



POLICY: Admissions

Date Adopted: February 2012

Reviewed: September 2021

For Review: September 2022

Signed.....

Print.....

Date.....

Principles

The **Mission of St Anselm's Catholic School** is to promote the development of all of its students so that they are able to achieve their full potential, academically, spiritually and socially. The school seeks to do this in the context of a Catholic community, where everyone shares a vision based on the Gospel values of hope, charity, justice and peace.

Please note that all St Anselm's Catholic School policies which have not been subsumed by KCSP policies have been aligned with or can be cross-referenced to the closest relevant KCSP policies.

Admissions

Trust Policy Statement

"All will learn something and all receive encouragement" I Corinthians 14.31

Introduction

Kent Catholic Schools' Partnership is a multi-academy trust (MAT) for all publicly-funded Catholic schools in the local authority boundary of Kent County Council (KCC). Admissions is a key accountability of the Trust to ensure fair access to Catholic schools by Catholic families, families supportive of the distinctive nature and ethos of Catholic schools, and other families offered and accepting of a place for their child or children.

The Admissions Authority

Academies are their own admissions authority and must meet all the mandatory provisions of the School Admissions Code (SAC) that came into force on 19 December 2014 except where variations have been written into their funding agreement to support fair access (Education Funding Agency (EFA). 4 November 2015).

Admission authorities must agree, consult and determine their admission arrangements in accordance with the mandatory provisions of the Schools Admissions Code 2014 and with the Diocesan Guidance on School Admissions. For entry in 2017 and each subsequent academic year thereafter, admission authorities must consult for a minimum period of 6 weeks and should take place between 1 October and 31 January. It must publish these arrangements on its website and have sent a copy to their local authority and MAT before the end of the second week of March the preceding year. It should make paper copies available if requested reasonably.

In the case of any primary academy, the Academy Committee (AC) must comply with legislation relating to infant class sizes.

The Trust Scheme of Delegation places responsibility for the admission of children to an academy in the Trust with the governors on that academy's Academy Committee (AC). The Scheme of Delegation says:

- 4.5 The Academy Committee shall be responsible for the setting and review of the Academy's admissions policy provided that no material change will be made to the admissions criteria without the approval of the Chief Executive Officer, who may refer controversial questions to the Trust Board
- 4.6 Any decision to expand the Academy shall be that of the Academy Committee but who shall have regard to the views of the Trust Board.
- 4.7 Any appeal against admissions shall be heard by an independent appeal panel established and authorised by the Local Governing Body.

Academy admissions policy

The determination and application of an academy's admissions policy is delegated to each academy's AC by the Trust Board via the Trust's Scheme of Delegation. It is delegated subject to the following conditions:

1. All policies and decisions shall be in full accord with the School Admissions Code 2014.

2. All policies must follow Diocesan guidance and be agreed by the Diocese.
3. In the case of any objection by KCC or any other person which results in a reference to the School's Adjudicator, the School's Adjudicator after receiving and considering an objection will make a determination that will either dismiss the objection or uphold it. If it is upheld the admission authority must implement the Adjudicator's findings within the time specified.
4. Proposals to amend the Planned Admission Number (PAN) or to increase the admission number for a particular year must be agreed via the Trust Company Secretary and the Diocese.

Annual coordination

In line with residual statutory responsibilities of local authorities in England, KCC is responsible for the coordination of the main round of the admissions process each year. This includes receiving applications, allocating places and sending out letters giving the result of the application. As part of that process KCC send out forms for parents or carers to request an appeal if their application for a particular school is unsuccessful.

Appeals

An appeal is made by a parent or carer to the AC using a standard form or in writing. Any appeal must be in written form. The AC is responsible for setting a date and place for the appeal. An independent clerk must be appointed and should assist in recruiting appeal panel members. Appeal panel members must come from the approved Southwark Diocese List. Appeals made in the main round of applications must be heard within 40 school days. Other appeals, late or in-year appeals must be heard within 30 school days. All appeals lodged must be heard in accordance with the School Admissions Appeal Code 2012. All costs of an appeal are the responsibility of the AC and met from the individual academy budget.

Waiting lists

As the Admissions Authority, where applicable, an AC must maintain a clear, fair and objective waiting list until the 31st December of each school year.

Annual data collection and website publication

Each academy will provide to the Trust for its collection and publication the following:

1. Planned Admission Number
2. Number of offers made on 'national offer day'
3. Number of appeals lodged and allowed
4. Number of pupils at the start of Term One
5. Percentage of Catholic children at the start of Term One

St Anselm's Catholic School	
Old Dover Road, Canterbury, CT1 3EN 01227 826200 Fax No: 01227 826201 www.st-anselms.org.uk	
Executive Principal: Mr M Walters Academy Principal: Mr J Rowarth Admissions Contact Name: Miss C Bullard E-mail: admissions@st-anselms.org.uk	
Type of School: Secondary, Catholic, Academy, Wide Ability, Mixed	
Age Range: 11-18 Day Pupils	
Specialisms: Science	
Published Admission No: 180	LA No: 886 DFE No:5446
Expected number on roll: 180	

To access general information about the school, including annual school achievement and attainment tables, recent school inspection reports and uniform policy, please contact the school or visit the school's website.

Open Sessions:

Open Evening on Thursday 23 September 2021

School tours can be arranged via main reception from Monday 4 October 2021.

St Anselm's Catholic School Admissions Arrangements 2021-22

St Anselm's Catholic School is an academy school within the Kent Catholic Schools' Partnership. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Scheme of Delegation, 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. However the Governing Body also welcomes applications from those of other denominations and faiths or of no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit, in September 2021, **up to 180 pupils** without reference to ability or aptitude.

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have 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. **See note 1**
2. Baptised Catholic children whose application can be supported by their Minister/Priest as indicated by the Minister/Priest on the relevant form.
3. Baptised Catholic children.
4. Other looked after children and other 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**
5. Catholic Catechumens.
6. Children with brothers or sisters (including step-brothers, step-sisters and foster siblings) living in the same household attending the School at the time of entry.
7. Children of current members of staff who work at the School and who have been employed for more than two years.
8. Non-Catholic children who attend Catholic feeder primary schools: St Thomas's, Canterbury; St Mary's, Whitstable; St Simon's, Ashford; St Teresa's, Ashford; St Joseph's, Aylesham; Stella Maris, Folkestone; St Augustine's, Hythe.
9. Baptised or 'dedicated' Christian children who are not Catholic but whose parents wish them to receive a Catholic education and whose Minister/Priest can confirm regular weekly religious practice (as opposed to occasional practice), as indicated by the Minister/Priest on the relevant form.
10. Baptised or 'dedicated' Christian children who are not Catholic but whose parents wish them to receive a Catholic education.
11. Children of other faiths whose parents wish them to receive a Catholic education and whose Minister/Priest can confirm regular weekly religious practice (as opposed to occasional practice), as indicated by the Minister/Priest on the relevant form.
12. Children of other faiths whose parents wish them to receive a Catholic education.
13. Any other children.

Note 1

- 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 organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 who attend feeder Catholic Primary Schools: St Thomas's, Canterbury; St Mary's, Whitstable; St Simon's, Ashford; St Teresa's, Ashford; St Joseph's, Aylesham; Stella Maris, Folkestone; St Augustine's, Hythe.
- b) 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 NLPG 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. 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.

Definition of Baptism

This includes baptism, christening or dedication. In the case of a church that does not practice the above, a letter from the Minister/Priest/Pastor confirming this is the case will be accepted. If the baptism certificate is not available, a first communion or confirmation certificate will be accepted instead, as will a letter from the appropriate Minister/Priest.

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. The SIF should be returned by 31 October 2021

Waiting lists will be maintained up to January 2022

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 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.

Admissions out of Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the head teacher of the school. The governing body will make a decision about the request based on the circumstances of the case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional and whether they have previously been educated out of their normal age group.

Pupils with a Statement of Special Educational Needs or an Educational, Health and Care Plan (EHCP).

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

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 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Sixth Form Admission Arrangements

Priority will be given to existing students transferring from Year 11. The PAN for external candidates will be 20 but this figure may be exceeded in the event that this and the number of internal students transferring into year 12 is less than the overall total figure for the year group, which is 180. The admission criteria are as follows:

1. The availability of suitable courses
2. For admission to Level 3 qualification courses 5 A*-C grades are required.
3. Some courses of study have particular subject requirements. Please refer to the Sixth Form Prospectus.

SUPPLEMENTARY INFORMATION FORM – YEAR 7 ADMISSION

SECTION 1: Student Details

Forename and Surname

Male or Female: M F

Date of Birth (dd/mm/yyyy):

Current Primary School:

(FOR RANKING PURPOSES ONLY) Is the student:

☐ Currently in Local Authority Care

☐ Adopted

☐ The subject of a residence or guardianship order

SECTION 2: Students' Religious Affiliation

Child's Religion:

Date of Baptism/Dedication/Christening *(Certificate must be included if you have indicated a date, or will be unable to consider your child under this criteria – please include a stamped address envelope for their return)*

SECTION 3: Parent(s)/Guardians with Whom the Child Resides

Full Name (s)

Address

Postcode

Home Tel No Email

Mobile No.....

Signed Date

SECTION 4: Student Links

Name of any brothers or sister currently at St Anselm's Catholic School

House..... Year Group

If parent is a CURRENT member of staff at the school, please provide name

STATEMENT OF SUPPORT FROM PARISH PRIEST/MINISTER (SOS)
(Please return this blank if your child does not have any religious affiliation)

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

SECTION 1: TO BE COMPLETED BY PARENT/GUARDIAN

NAME OF CHILD
PARENT(S) / GUARDIAN(S).....
ADDRESS (Including Postcode).....
PRESENT SCHOOL.....
CHURCH NORMALLY ATTENDED.....
NAME OF PARISH PRIEST/MINISTER.....
ADDRESS

SECTION 2: TO BE COMPLETED BY PARISH PRIEST/MINISTER OF RELIGION

NAME OF CHILD
PRESENT SCHOOL

Please read carefully and select the statement below as necessary, or attach a separate letter if you prefer.

- ☐ I support the application for a place at St Anselm's School. The child is a baptised Catholic and she/he and his/her parents are **weekly** members of my **Catholic** congregation (**over subscription criterion 2**).
- ☐ I support the application for a place at St Anselm's School. The child and his/her parents are known to me as **weekly** members of my **Christian** congregation (**over subscription criterion 9**).
- ☐ I support the application for this child of the Faith, the child and parents are known to me as **weekly** members of my congregation (**Over subscription criterion 11**)

SIGNED PRINT NAME DATE