



## ST MICHAEL'S CATHOLIC ACADEMY

### ADMISSIONS POLICY FOR SEPTEMBER 2017

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This admissions policy has been formally adopted by the Directors of the Carmel Education Trust for St Michael's Catholic Academy in the Borough of Stockton-on-Tees. The Directors of the Carmel Education Trust are the Admissions Authority and are responsible for determining the school's admissions arrangements.

The Trust intends to admit up to 196 pupils to Year 7 in September 2017. Under the Admissions Code 2014, should there be a demand to go beyond our published admission number the Directors, following consultation with the Local Authority, would consider going beyond their published admission number (see paragraph 1.4 of the Admissions Code 2014).

The Catholic feeder primary schools are:

- **St Joseph's RC Primary School, Billingham**
- **St John's RC Primary School, Billingham**
- **Our Lady of the Most Holy Rosary RC Primary School, Billingham**
- **St Joseph's RC Primary School, Norton**
- **St Paul's RC Primary School, Billingham**

In accordance with the School Admissions Code all admissions authorities must use the Equal Ranking System for the allocation of places. As the admissions authority, the Directors of the Carmel Education Trust will adopt Equal Ranking. Equal Ranking means that whilst parents can submit up to three preferences on their Common Application Form, in order of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> ranking, the admissions authority must treat all preferences equally.

#### **How and When to apply**

Applications must be made on the Local Authority Common Application Form. If you are applying on a faith based criteria a supplementary form should also be completed and returned by the closing date set by the Local Authority. All forms must be returned by the closing date to the Local Authority.

**Late applications** – Any application received after the closing date will be accepted but considered only after those received by the closing date.

#### **Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Oversubscription Criteria**

The other criteria drawn up by the Governors for admission to St Michael's Catholic Academy are in the following order:

(First priority in each category will be given to siblings (see additional note 3), that is, children who will have older siblings attending the Academy in September 2017).

1. Looked after or previously looked after Catholic children (see note 2).
2. Catholic children who attend a Catholic Feeder Primary School.
3. Other Catholic children (see note 1)
4. Looked after or previously looked after children (see note 2).
5. Children of a member of school staff (see note 6) who has been employed at the School for two or more years at the time at which application for admissions to the school is made.
6. Children of other Christian denominations (see note 4) and attend a Catholic Feeder Primary School.
7. Children of other Faiths (see note 5) who attend a Catholic Feeder Primary School.
8. Children of other Christian denominations.
9. Children of other Faiths (see note 5).
10. Other children.

### **ADDITIONAL NOTES**

#### **1. Definition of a Catholic**

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

#### **2. Definition of 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).

An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).

A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

3. **Definition of Sibling**

Sibling refers to brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, where the child for whom the Academy place is sought is living in the same family unit at the same address as that sibling.

4. **Christian Denominations**

Children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

5. **Children of other Faiths**

If applicants are seeking admission under **category 7 or 9**, they must provide a letter of support to confirm their faith membership from their minister or faith leader.

6. **Definition of Staff**

A member of staff includes all school staff who are under the direct employment of the Directors of Carmel Multi-Academy Trust and who work at St Michael's Catholic Academy.

7. **Tie-Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

8. **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Further details of the appeals process are available by writing to the Chair of Directors at the Academy address.

9. **Home Address**

This is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

10. **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent, bearing in mind the age group the child has been educated in up to that point.

The process for requesting such an admission is to apply to the school in writing giving a clear explanation of why the request is being made. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

11. **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the waiting list. If places become available, we will consider all relevant applications based on the oversubscription criteria which will be maintained until 31 December 2017.

12. **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

13. **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Admissions Authority body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the Admissions Authority for the current school year. The Admissions Authority has this power, even when admitting the child would mean exceeding the published admission number.

14. **False Evidence**

The Admissions Authority reserves the right to withdraw the offer of a place where false evidence is received.