



## **DIOCESAN EDUCATION SERVICE 2016/17 ADMISSIONS POLICY**

Name of School: Painsley Catholic College: part of the Painsley Catholic Academy

The admissions process is part of the Staffordshire LA co-ordinated scheme.

The Admission Policy of the Directors of Painsley Catholic College is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its board of directors as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2016/17 is 210.

If the number of applications exceeds the admission number, the directors will give priority to applications in accordance with the criteria listed, provided that the directors are made aware of that application before decisions on admissions are made (see Note 1 below). In all categories, priority will be given firstly to those who have a brother or sister (see Note 3 below) attending Painsley Catholic College at the time of admission and then secondly to children of staff who have been employed at Painsley Catholic College for at least 2 years or less than 2 years where they were employed to fill a vacant post for which there is a demonstrable skill shortage (this applies to teaching and non-teaching staff) and then thirdly by distance from the home address to the college.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989). and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children who currently attend a Catholic feeder school (*see Note 4 below*).
3. Baptised Catholic children who live in a feeder school parish area, who are not currently attending a Catholic feeder school (*see Note 4 below*).
4. Other Baptised Catholic children.

5. Non-Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
6. Non-Catholic children who currently attend a Catholic feeder school (see Note 4 below).
7. Other Non-Catholic children.

### **OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Directors will give priority to children living closest to the school determined by shortest straight-line distance. The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address point data. (See Note 5).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

#### **Note 1**

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. This will reduce the number of places available to applicants.

#### **Note 2**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism/reception should contact their Parish Priest.

**Individuals with parental responsibility** making an application for a Catholic child should also complete a Supplementary Information Form (SIF). Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

### **Note 3**

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

### **Note 4**

The designated feeder schools and appropriate parishes for Painsley Catholic College are:

St. Giles' Catholic Primary School, Cheadle, and the Parish of St Giles, Cheadle  
St. Thomas's Catholic Primary School, Tean, and the Parishes of St Thomas's, Tean and St Mary's, Cresswell

St. Mary's Academy, Leek, and the Parish of St Mary's, Leek

St. Filumena's Catholic Primary School, Caverswall, and the Parish of St Filumena's, Caverswall

St. Joseph's Catholic Primary School, Uttoxeter, and the Parishes of St Mary's, Uttoxeter and Sacred Heart, Abbots Bromley

The Faber Catholic Primary School, Cotton, and the Parish of St John's, Alton

Maps of the parish areas are available to view at the school and parishes or by post on request.

### **Note 5**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

### **Note 6**

The Painsley Catholic Academy incorporates the following schools:

Painsley Catholic College, Station Road, Cheadle, Staffordshire

St. Giles' Catholic Primary School, Charles Street, Cheadle, Staffordshire

St. Thomas's Catholic Primary School, Parklands Road, Tean, Staffordshire

St. Mary's Academy, Cruso Street, Leek, Staffordshire

St. Filumena's Catholic Primary School, Caverswall, Staffordshire

St. Joseph's Catholic Primary School, Springfield Road, Uttoxeter, Staffordshire

The Faber Catholic Primary School, Cotton, Staffordshire

## **APPEALS**

Parents who wish to appeal against the decision of the Directors to refuse their child a place in the school may apply in writing to the Board of Directors. Appeals will be heard by an independent panel.

## **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

## **LATE APPLICATIONS**

Late applications will be dealt with according to the LA co-ordinated admissions scheme.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-year applications) (Subject to changes in legislation)**

An application should be made directly to the directors at the college who will determine whether a place is available in the requested year group. The Board of Directors will notify the Local Authority of the outcome of the application.

## **WAITING LISTS**

Waiting lists for admission will remain open until the 31 December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

## **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Principal.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **IN YEAR FAIR ACCESS POLICY**

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children.

## **YEAR 12 ADMISSIONS POLICY**

Painsley Catholic College operates a collaborative Sixth Form arrangement called "The Moorlands Sixth Form College". A prospectus can be obtained from the school or The Moorlands College.

Entry requirements are as follows:

To study mainly A level subjects you must achieve a minimum of 5 higher grades at GCSE, including English and maths (minimum grade C). In addition, some subjects will have their own minimum grade requirements. Generally for vocational subjects, a minimum of 5 C grades and above at GCSE in separate subjects is required.

The maximum number of students to be admitted from outside the school to Year 12 is 20. In the case of more than 20 applicants see the Over-Subscription criteria below.

There is no charge or cost related to the admission of a child to this school.

### **Over-Subscription Criteria – External Candidates:**

If the number of external applications exceeds the admission number, the directors will give priority to applications in accordance with the criteria listed below, provided that the directors are made aware of that application before decisions on admissions are made;

1. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children.
3. Non-Catholic children

If there is over-subscription within a criterion, the Directors will give priority first to brothers and sisters (see Note 3 above) and then to children living closest to the school determined by shortest distance.

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The Painsley Catholic Academy

A company limited by guarantee registered in England & Wales with company number 08146661.

Registered Office Address: Station Road, Cheadle, Staffordshire, ST10 1LH.

## APPENDIX

### DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

### WRITTEN EVIDENCE OF BAPTISM

*The Governing bodies (Directors) of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.*

*Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.*

*Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.*

*Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)*

# DIOCESAN SCHOOLS COMMISSION

## Supplementary Information Form

School Name: Painsley Catholic College

The ethos of this college is Catholic. The college was founded by the Catholic Church to provide education for children of Catholic families. The college is conducted by its board of directors as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the college community. This does not affect the right of parents who are not of the faith of this college to apply for and be considered for a place here.

Child's Surname	
Child's First Name(s)	
Address	
Contact Number	

Please tick the appropriate box:

Is the above named child a Baptised Catholic or been Received into the Catholic Church?	Yes		No	
Is the certificate of Catholic Baptism/Reception attached?	Yes		No	

A certificate of Catholic Baptism/Reception should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Please Complete the Following:

Is the above named a child of a member of staff within the Painsley Catholic Academy?	Yes		No	
If so, which school is the member of staff employed at?				

Please tick the appropriate box:

Is the above named child in the care of the local authority (looked-after children) or provided with accommodation by them (eg. Children with foster parents) (Section 22 of the Children Act 1989), or are they previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).	Yes		No	
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Please note that you must complete a local authority application form. This supplementary information form is only for school use to enable the board of directors to rank applicants using the published criteria.