

# St John Fisher Catholic High School

## ADMISSIONS POLICY AND ARRANGEMENTS

### ADMISSIONS POLICY

1. St John Fisher is a Catholic High School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
  - (a) the requirements of the law,
  - (b) the advice of the Archdiocesan Trustees on the nature and purpose of its duties,
  - (c) its duty towards the school and the Catholic community it serves,
  - (d) the Catholic character of the school and its Mission Statement,
  - (e) recognition of the parish boundaries
3. The school serves in the first instance baptised Catholic children living in the parishes, or former parishes, of St Mary & St John, St Patrick, Sacred Heart, St William, St Edward, St Jude and St Cuthbert.
4. Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.
5. Having consulted with the L.A. and others in accordance with the requirements of the law, the Governing Body has set its planned admissions number at 200 pupils for the school year commencing 2015.
6. Parents must complete the Local Authority application form which must be returned to the Local Authority by Friday, 31<sup>st</sup> October 2014. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the School Supplementary Form. **If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. The supplementary form should be returned to the school by Friday, 31<sup>st</sup> October 2014.**
7. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the agreed criteria without reference to the ability or aptitude of the child.

## **ADMISSIONS CRITERIA**

Where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria.

1. \*Baptised Catholic children who are looked after, or have been previously looked after. (Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order).
2. \*Baptised Catholic children living in the designated Parishes or former Parishes named below: St John's, St Mary's, St Patrick's, Sacred Heart, St Williams, St Edwards, St Jude's and that part of St Cuthbert's parish to the east of Norley Hall Avenue and Enfield Street.
3. \*Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters, a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
4. \*Other Baptised Catholic children.
5. Children who are looked after, or children who have been previously looked after who are not baptised Catholics. (Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order).
6. Children who are other than baptised Catholic who have a brother or sister at the school at the time of likely admission and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
7. Children who are other than baptised Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
8. Children who are baptised in other Christian denominations and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
9. Children who are baptised in other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.

10. Children of other faiths who are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
11. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
12. Children whose parents express a preference for a place at the school and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above).
13. Children whose parents express a preference for a place at the school.

\*Baptised Catholic means, within the policies and practices relating to school admissions, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

In the event of any over-subscription in the number of applications made under any of the categories above, then the Admissions Committee will offer places first to children living nearest the school in a straight line from the house/flat to the main front door of the school, situated on Baytree Road and using a Geographical Information System (GIS).

### **ADMISSION ARRANGEMENTS**

1. All applications will be considered at the same time and after the closing date.
2. Parents will be informed, by letter, of the decision of the Admissions Committee. The letter will be provided by the L.A. on behalf of the Governing Body.
3. If the application has not been successful the letter will give reasons for the decision, will inform parents of the right of appeal and give guidance on how that appeal should be made.

### **Notes**

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of Baptism of one of the various churches in communion with the See of Rome (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.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite 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.

The Governing Body 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: 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 baptism 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 with the Vicar General, will decide how the question of baptism 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 due to persecution or fear, the destruction of the church and the original records, or where the baptism was administered validly but not in the Parish church where records are kept.

Governors 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.)

2. 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 – e.g. Child Benefit payment address.
3. 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.
4. Late applications (those received after the closing date) will only be considered after all on time applications have been dealt with. The only exception to this is applications for looked after children that are received by 30<sup>th</sup> November will be included with on time applications.
5. Applications received after the notification date (after places are offered) will be added to the school’s waiting list in admission criteria order until the end of the autumn term.

**PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THEY ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY FORM FOR EACH CATHOLIC SCHOOL FOR WHICH THEY APPLY. FAILURE TO DO THIS MAY MEAN THE GOVERNORS DO NOT HAVE INFORMATION ABOUT THEIR FAITH COMMITMENT WHEN CONSIDERING THEIR APPLICATION.**

**APPLICATION FORM FOR SEPTEMBER 2015**

**SUPPLEMENTARY INFORMATION**

Child's Surname

.....

Child's Christian Name/s

.....

Date of Birth

.....

Address

.....

.....

.....

.....Postcode.....

.....

Is the child a baptised Catholic? YES/NO

2. If yes, please state parish of baptism and date

.....

3. In which parish do you now live? (see Note 1)

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4. If your child is not a baptised Catholic, please state to which denomination or faith, if any, your child belongs (see Note 2).

Signed ..... Date

.....

**PLEASE TURN**  
**OVER**

Both this form and the Wigan Local Authority Form should be completed in full by: **Friday, 31<sup>st</sup> October 2014**

The School Application Form should be received in school by this date.

**Notes**

**1. Evidence of Baptism - Catholic**

If you are applying for a Catholic secondary school and your child was baptised in one of the parishes served by the school then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a baptismal certificate or the completion of the statement below will normally be required to confirm your child is a baptised Catholic.

**2. Evidence of Faith Group membership**

a) If you are applying for a Catholic school and want to be considered under the relevant criterion as an other than Catholic Christian please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing by completing the statement below to show that your child is a member of a faith community by an appropriate Minister of Religion is required.

b) If you belong to a faith other than the Christian faith, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement below that your child is a member of their faith group.

**Minister of Religion/Faith Leader**

Minister/Leader (Print name):

Address:

Position held:

Signed and dated:

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