



ST. MARY'S CATHOLIC HIGH SCHOOL

PROPOSED ADMISSIONS POLICY AND ARRANGEMENTS FOR 2015-16

1. St. Mary's 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:
 - the requirements of the law
 - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
 - its duty towards the school and the Catholic community it serves
 - the Catholic character of the school and its Mission Statement
 - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children living in the pastoral area which incorporates the parishes of St. Edmund Arrowsmith and St. Margaret Clitherow.
4. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 260 pupils for the school year commencing September 2015.
5. Parents must complete the Local Authority application form which must be returned to the Local Authority by 31st 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.** Parents must return their supplementary information form as detailed in the booklet for parents "Admissions to secondary schools 2015-2016."
6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

ST. MARY'S CATHOLIC HIGH SCHOOL

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 in the care of the Local Authority (looked after children and previously looked after children).
2. Baptised Catholic children living in the designated parishes of St. Edmund Arrowsmith and St. Margaret Clitherow (formerly parishes of St. Ambrose Barlow, St. Joseph's, Sacred Heart - Atherton, Sacred Heart - Leigh, Holy Family, XII Apostles, Our Lady of the Rosary, St. Richard's and St. Gabriel's).
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, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic parishes.
5. Children who are in the care of the Local Authority (looked after children and previously looked after children) other than Catholic.
6. Children who are other than 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, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
7. Children attending one of the 8 Catholic Primary Schools in the 2 parishes named in Category 2 who wish to continue their catholic education.
8. Children demonstrating a commitment to other Christian denominations. Providing evidence of either Baptism, in the form of a Baptismal Certificate or confirmation that the applicant is a member of their faith community from an appropriate faith leader at the time of application.
9. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
10. Children whose parents express a preference for a place at the school.

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 to the school measured in a straight line from the home address to the reception entrance of the school.

ADMISSION ARRANGEMENTS

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
 2. Parents will be informed by letter of the decision of the Admissions Committee no later than 1st March 2015. The letter will be provided by the L.A. on behalf of the Governing Body. If their application has been successful they are required to confirm acceptance of the offer of a place by 10th March, 2015.
 3. If the application has not been successful the letter will give reasons for the decision and will inform parents of their right of appeal and give guidance on how that appeal should be made.
 4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term.
- N.B. Please note that a child's position on the waiting list may change if another parent asks to be placed on the list and their child has a higher priority in the published admissions criteria.

Notes

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

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 brief, the priest will be able to testify that, for anyone under the age of 14 years, the process of reception into full communion with the Church has been formally completed and details of the child's non-Catholic baptism have been entered into the parish's Baptismal Register. You will wish to be aware that the Archbishop has recently written on the subject to priests throughout the Archdiocese.

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 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 those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

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.



ARCHDIOCESE OF LIVERPOOL
SUPPLEMENTARY FAITH REQUEST FORM



ST. MARY'S CATHOLIC HIGH SCHOOL
An 11-18 Specialist Mathematics and Computing College

A copy of this form should be completed by the parent/guardian for **EACH Catholic school applied to and returned as detailed in the booklet for parents "Admission to Primary School 2015-2016."**

Name of school applied for:

Name of child:

Address of child:

1. Is the child a baptised Catholic? Yes _____ No _____
2. If yes, please state Church where baptism took place and date of baptism.

3. In which Pastoral area do you now live? Please state name of Church. (*see Note 1*)

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

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5. Does your child have a sibling who attends St. Mary's Catholic High School?

Notes

1. **Evidence of Baptism – Catholic**
If you are applying for a Catholic secondary school and your child was baptised in one of the Pastoral areas served by the school then the 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 statements 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) _____ Position held:

Address:

Signed and dated: - _____
