

ST. EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL ADMISSIONS POLICY

Admissions Policy and Arrangements for 2015/2016

1. St Edmund Arrowsmith is a Catholic High School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Education 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) by 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 who are living in the Parish(es) of:
St. Oswald and St. Edmund Arrowsmith, Ashton in Makerfield
St. Wilfrid's, Ashton in Makerfield
Our Lady Immaculate, Bryn
The Blessed English Martyrs', Haydock
St. Benedict's Hindley
Sacred Heart, Hindley Green
The Holy Family, Platt Bridge
St Aidan's, Winstanley
4. Having consulted with the LEA and others in accordance with the requirements of the law, the Governing Body has published its admission limit at 240 pupils for the school year commencing 2015.
5. Applications for a place at the school must be submitted on the L.A. Admission Form.

Applicants should complete the school's own admission form which should be returned as directed in the booklet for Parents' Admissions to Secondary Schools 2015' by 31 October 2014.
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, without reference to the ability or aptitude of the child.

7. Parents may wish to know that the number of applications received last year was XXXX, and that XXXX were admitted under the admission criteria.
X- criterion one, X - criterion two, X - criterion three, X - criterion four, X - criterion five

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 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 Admission Criteria. The waiting list which will not be operated for longer than the end of the first term of Year 7.

Admission Criteria

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

Please note the following point:

All reference to Catholic children means baptised Catholic children.

1. Baptised Catholic looked after children and previously looked after children.
2. Baptised Catholic children living in the designated Parish(es) named in Section 3 of "Admissions Policy and Arrangements" and have received their primary education at a Catholic school.
3. Baptised Catholic brothers and sisters of children who are in attendance at St. Edmund Arrowsmith High School at the time of likely admission. This includes Catholic full, half or stepbrothers 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 from other Catholic parishes who have attended Catholic primary schools.
5. Baptised Catholic children living in the Parishes who attend non-Catholic primary Schools.
6. Looked after children and previously looked after children who are other than Catholic.

7. Children who are other than Catholic who are brothers and sisters of children who are in attendance at St. Edmund Arrowsmith High School at the time of likely admission. This includes other than Catholic full, half or stepbrothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
8. Children of other Christian denominations. Proof of Baptism in form of 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 of other faiths. An appropriate Minister of Religion 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 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 front door of the school to the child's home address.

Please note the following explanatory points:

- a) 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 the 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 subsection 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 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).

b) 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 - eg. child benefit payment address.

c) 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.

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

**St Arrowsmith Catholic High School
A High Performing Specialist Technology & Music College
with Leading Edge Status**

Rookery Avenue, Ashton in Makerfield, WIGAN. WN4 9PF

Telephone: 01942 728651

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Email: office@arrowsmith.wigan.sch.uk

**APPLICATION FOR ADMISSION IN SEPTEMBER 2015
Supplementary Information**

Child's Surname.....

Date of
Birth.....

Child's Christian
Names:
.....

Address:
.....
Postcode.....

Home Telephone
Number:.....

Present
School:.....

Present
Parish.....

Date of
Baptism.....

Place of
Baptism.....

(Proof of Baptism is required. Please attach a copy of your child's baptism
certificate to this form.)

Father's
Name:.....
Mother's
Name:.....

Name and Form of Brother(s)/Sister(s) currently attending St Edmund
Arrowsmith School.

.....
.....

Name(s) and Date(s) of birth of younger brother(s)/sister(s):

.....
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Signed.....

Date.....

**This form is required along with the Wigan LA form, which needs to be
returned by 31 October 2014.**