

## PROPOSED ADMISSIONS POLICY 2015-16

### ADMISSIONS CRITERIA

The Governors of The English Martyrs School and Sixth Form College are responsible for all admissions. The Admissions Policy will be applied on an equal preference basis. The Governing Body intends to admit up to 240 students to Year 7 in September 2015. When the school is over-subscribed, admissions will be in accordance with the following criteria expressed in order of priority. Places will be allocated, in the first instance, to those children who have a statement of special educational needs where the school is named in the statement.

1. Looked after Children in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic children attending the Catholic partner primary schools.
3. Catholic children attending other Catholic schools.
4. Other Catholic children.
5. Children who are not Catholic who have a sibling at the school in September 2014 according to the following order of priority:
  - (a) Siblings who are not Catholic but who are baptised or dedicated members of other Christian churches, recognised by Churches Together in England and attend a Catholic partner primary school.
  - (b) Siblings who are not Catholic but who are baptised or dedicated members of other Christian churches, recognised by Churches Together in England.
  - (c) Siblings of other faith traditions.
  - (d) Other siblings**
6. Children who are not Catholic but who attend a Catholic partner primary school according to the following order of priority:
  - (a) Children who are not Catholic but who are baptised or dedicated members of other Christian churches, recognised by Churches Together in England.
  - (b) Children of other faith traditions.
  - (c) Other children who attend a Catholic partner primary school.**
7. Children who are baptised or dedicated members of other Christian churches, recognised by Churches Together in England.
8. Children of other faith traditions.
- 9. Children of a member of school staff 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.**
- 10. Other children.**

Additional Notes:

1. Partner primary schools: Sacred Heart, Hart Lane; St Bega, Thorpe Street; St Cuthbert, Stratford Road; St John Vianney, King Oswy Drive; St Joseph, Musgrave Street and St Teresa, Callander Road.
2. Definition of Catholic: Students who have been baptised as Catholics or have been formally received into the Catholic church. All applicants seeking admission under criteria 3 and 4 will be asked to provide evidence of baptism or being received into the Catholic church. A Baptismal Certificate or a letter confirming church membership from the parish priest will be accepted as evidence.
3. Definition of Christian: A Baptismal Certificate or a letter confirming church membership from the Minister or Faith Leader will be accepted as evidence.
4. Definition of students in the care of a Local Authority: Students who are looked after by a Local Authority in accordance with section 22 of the Children's Act 1989(b) at the time of application for admission is made and who the Local Authority can confirm will still be looked after at the time of admission.
5. Baptised or Dedicated Member of other Christian church and other faith families: Christian church as recognised by [www.churches-together.net](http://www.churches-together.net). Evidence must be provided in the form of a baptismal certificate or letter confirming membership from a Minister/Faith Leader confirming church or faith membership.
6. Definition of Sibling: Sibling refers to brother or sister, half brother or sister, adopted brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought, is living in the same family unit at the same address as that sibling.
7. Tie Breaker: Where there are places available for some but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. **Preference will be given to those children who live closest to the school as determined by a "straight line" distance measurement: from the (ordnance survey) address point for the child's home to the (ordnance survey) address point 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 find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
9. Waiting List: If an appeal is unsuccessful parents can formally request, in writing, that their child be placed on a waiting list. Priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the second week of the autumn term.
10. Home Address: It is the parental address which will be used in applying the admission criteria. This means that when stating your choice of school you should give the parental/guardian address at the time of application. The address of childminders or other members who may share in the care of your child should not be quoted as the home address.
11. School Staff: A member of staff includes all school staff who are under the direct employment of the Governing Body of The English Martyrs School and Sixth Form College.