



LOVE CHRIST, INSPIRE OTHERS

ADMISSIONS POLICY & ADDITIONAL INFORMATION



HEADTEACHER:	Mr P Sweeney M.A.	CHAIRMAN OF GOVERNORS:	Mr A Leahy
CLASSIFICATION:	Academy	CLERK TO THE GOVERNORS:	Mrs L Purtill
EDUCATION AUTHORITY:	Hertfordshire County Council	DCSF NUMBER:	919 5418
DIOCESE:	Roman Catholic Diocese of Westminster		

Admission 2019 – 2020: The Published Admission Number for Year 7 in September 2019 was set at 210

Attendance and Unauthorised Absence 2017 - 2018	Whole School Attendance	95.27%
	Authorised Absence	4.10%
	Unauthorised Absence	0.63%

Provisional School Term 2019 - 2020	Autumn Term 2019	03/09/2019 – 19/12/2019 - Provisional Dates Only
	Spring Term 2020	06/01/2020 – 03/04/2020 - Provisional Dates Only
	Summer Term 2020	20/04/2020 – 16/07/2020 - Provisional Dates Only



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ST JOAN OF ARC CATHOLIC SCHOOL

ADMISSIONS POLICY 2019 - 2020

The school is part of the Catholic Diocese of Westminster and it is the Governors' intention that maintaining the distinctive Catholic ethos of the school will always be their top priority. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number into Year 7 is 210. Children will be admitted at the age of 11 without reference to ability or aptitude. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. The Governors will consider all applications using the following criteria in the order of priority listed.

Criterion 1	Catholic children looked after and children previously looked after by a local authority (read Note 1)
Criterion 2	Baptised Catholic Children with a Certificate of Catholic Practice (read note 2b)
Criterion 3	Baptised Catholic Children from other Catholic families (read note 2a)
Criterion 4	Other children looked after and children previously looked after by a local authority (read Note 1)
Criterion 5	Siblings, other than those covered in criterion (1) to (4) (read note 3)
Criterion 6	Children of other Christian denominations (read note 4)
Criterion 7	All other applicants not covered by criterion 1 - 6

Within each criterion applications will be considered in the following priority order

- i) Exceptional Social, Medical and Pastoral needs (read note 5)
- ii) Siblings (read note 3)
- iii) Children of staff (read note 8)
- iv) Nearest Catholic school (applicable only to Criterion 1, 2 & 3)
- v) Distance

Distance will be used as a tiebreak for all applications within each criterion preference where required, giving highest preference to applications closest to the school using a **'straight line distance measurement'** (read note 7).

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate administrative procedure by the Local Authority.

NOTES AND CLARIFICATION OF TERMS

Note 1

In this policy, a **child who is looked after** or a child previously looked after by a local authority is a reference to a child who is:

- (a) In their care; or
- (b) Provided with accommodation by the authority in the exercise of any functions (in particular those under this Act) which stand referred to their social services committee under the (1970 c.42.) Local Authority Social Services Act 1970; or
- (c) Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
'Adopted' – All children who have proof of adoption will be given priority.
'Child Arrangements Orders' – A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.
'Special Guardianship Order' – A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).
'Parent' – means the adult or adults with legal responsibility for the child.

Note 2

- (a) For the purpose of this policy '**Catholic**' means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- (b) Applicants wishing to be considered under Criterion 2 must obtain a Certificate of Catholic Practice. '**Certificate of Catholic Practice**' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

Note 3

The term '**sibling**' means the sister, brother, half brother or sister, adopted brother or sister, or the child of the parent/carer or partner. A child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement. The definition of a '**Sibling**' is a brother or sister attending the school in years 7 to 13. To qualify as a sibling the Admissions Committee will need confirmation that the student currently on roll at the school will still be attending the school at the time of admission of the sibling. Reasonable expectation would exist in year groups 7 to 10 and in 12 where a student was on the first year of a two year course. In year 11 expectation could only exist of entry into St Joan's Sixth Form seemed likely and in year 13 if the student was on the first year of a two year course. Parents need to declare the sibling link at the time of application.

Note 4

"**Children of other Christian denominations**" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Note 5

The Governors will give top priority to an application **within each criterion** where there is compelling evidence of an **exceptional social, medical or pastoral need** of the child, which can only be met at this school. To be considered for exceptional social, medical or pastoral needs you must provide compelling recent professional supporting evidence at the time of your application. Please note these should be **exceptional** needs explaining why St Joan's would best meet those needs and why they could not be met at another maintained school.

Note 6

The term **home address** is considered the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. The application can only be processed using one address. If the child lives at a different address from the parent/carer Monday to Friday, the Parental Responsibility Order or Child Arrangements Order for the person the child lives with must be provided. If an address is disputed the address where child benefit/child tax credit is paid will be used.

Note 7

A '**straight line distance measurement**' is taken from the address point of the child's **home address** to the address point of the school supplied by Ordnance Survey's 'Addressbase Premium' data is used in all home to school distance measurements. In any case where a 'tie-break' is needed under any of the above oversubscription Criteria, priority will be given to the child or children living nearest to the school. When there is a need for a further tie-breaker where two or more different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two or more identical addresses of separate applicants, the tiebreak will be random allocation, which will be independently supervised.

Note 8

The governors will give preference to '**children of staff**' providing that the staff member is the child's parent by blood or adoption, or have legal parental responsibility for the child AND has been employed by the school for a minimum of two years at the time of application.

Note 9

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your Local Authority SEN Officer. Children with this school named in their EHC Plan will be admitted to the school.

Note 10

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

Note 11

St Joan of Arc Catholic School has a school uniform, behaviour policy and code of conduct which all parents and pupils are expected to support at all times. These documents are available at Open day events and on the school website (www.joa.herts.sch.uk). The Governors review the cost of the school uniform on an annual basis and believe it represents good value for money. The Governors would not want the cost of the school uniform, sports kit or other specialist equipment to prevent a child from applying to St Joan of Arc Catholic School and will consider applications for financial assistance from children eligible for free school meals and children whose parents are entitled to the maximum level of Working Tax Credit (Code 1.91).

Note 12

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents must, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. The Admissions Committee of the Governing Body would then meet to decide whether the application would be accepted or not. There is no guarantee that an application will be accepted on this basis.

APPLICATION PROCEDURES AND TIMETABLE

All applicants **must** complete their local authority's e-admissions form (formerly called the CAF), which is available on the website of the local authority in which the family is resident. The e-admissions form must be completed by 31st October 2018. In addition, applicants applying under criteria 1 to 6 should complete **St Joan of Arc Supplementary Information Form (SIF)** which is supplied in the application pack. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to the school by the 31st October 2018. **If you do not complete the e-admissions form and submit the SIF by 31st October 2018, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.** Late applications will be considered after the initial allocation process has been completed. Those wishing to be considered under oversubscription criterion 2 must submit a Certificate of Catholic Practice signed by their parish priest by the closing date.

Parents/Guardians have the right of appeal against non-admission. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place upon request.

The school maintains a Continuing Interest List, and based on the above criteria, places will be offered should they become available for a period of one year.

In-Year Admissions into Years 7 – 11 throughout the Academic Year

Applications for In-Year admissions are made directly to the school. If more applications are received than there are places available and a place cannot be offered you will be offered the opportunity of being placed on a Continuing Interest List. The governing body, using the oversubscription criteria, will maintain this Continuing Interest List. When a place becomes available the governing body will re-apply the oversubscription criteria to determine who is at the top of the list at that point in time and the governors will inform the parent that the school is in a position to make an offer of a place to their child. Because the continuing interest list is dynamic, a child's place on the list may vary if new applications are received from children who are considered a higher preference.

Sixth Form Admissions

We welcome external applications to our Sixth Form. Enquiries should be made directly to the Sixth Form office (sixthformadmin@joa.herts.sch.uk) who will provide details of the current application process for all courses of study. In the event of over subscription to the Published Admission Number the number of external students the school will accommodate for the Sixth Form is 20. The oversubscription criteria to the school as identified on Page 1 of the Policy will be used to determine admission. The entry requirements to follow Sixth Form courses are reviewed annually and students should check the current Sixth Form prospectus at the time of application.