



ST. JOAN OF ARC Catholic School

LOVE CHRIST, INSPIRE OTHERS

ADMISSIONS POLICY 2022-2023



HEADTEACHER:	Mr P Sweeney M.A.	CHAIRMAN OF GOVERNORS:	Mr S Hynes
CLASSIFICATION:	Academy	CLERK TO THE GOVERNORS:	Mrs C Reffold
EDUCATION AUTHORITY:	Hertfordshire County Council	DFE NUMBER:	919 5418
DIOCESE:	Diocese of Westminster		

Admission 2022 – 2023: The Published Admission Number for Year 7 in September 2022 was set at 210

Attendance and Unauthorised Absence 2020 - 21	Whole School Attendance	95%
	Authorised Absence	4%
	Unauthorised Absence	1%
Provisional School Term 2022 - 2023	Autumn Term 2022	1 st September 2022 – 21 st December 2022
	Spring Term 2023	5 th January 2023 – 31 st March 2023
	Summer Term 2023	17 th April 2023 – 21 st July 2023

ST JOAN OF ARC CATHOLIC SCHOOL

ADMISSIONS POLICY 2022 - 2023

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, children previously looked after by a local authority and internationally adopted previously looked after child (IAPLAC) (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 and internationally adopted previously looked after child (IAPLAC) (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. All children whose EHCP names the school must be admitted.

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 or an internationally adopted previously looked after child (IAPLAC) (the highest admission priority will be given to IAPLAC) 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) A looked after child has the same meaning as in section 22(1) of the Children's Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services function (e.g. children with foster parents) at the time of making the application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he/she was adopted, or became subject to a child arrangement order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (d) Catholic looked after children and previously looked after children, which includes children adopted from overseas should have the highest priority and that non-Catholic LAC, PLAC and IAPLAC will be given priority under Catholic children in oversubscription criteria.

- (e) Looked after children or previously looked after children allocated a place at the school **must** take precedence over those on a waiting list.
- '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) '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 by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.'
- (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 CYTŪN 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 and as provided on the Common Application Form. '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. To ascertain whether St Joan's is the nearest Catholic School for the applicant a distance is calculated via 'FreeMapTools.com'. This is used as a guide only when allocating each application into the correct criteria. HCC provide the official final distances for all applications.

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

Fair Access Protocol (FAP) - The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Mandatory categories of children who must be admitted via the FAP include children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place. 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. Placement decisions need to be made within 20 school days of a child being referred to the FAP.

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 2021. In addition, applicants applying under criteria 1 to 6 should complete **St Joan of Arc Supplementary Information Form (SIF), for a copy please visit <http://www.joa.herts.sch.uk/282/admissions>**. 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 2021 (**NB: The school will be closed during the Half-Term break from Friday 22nd October 2021 until Friday 29th October 2021, therefore please ensure all application documentation is with the school by 4.00pm on Thursday 21st October 2021, please refer to the 2nd page of the SIF for further details**). **If you do not complete the e-admissions form and submit the SIF by 31st October 2021, 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. NB: the admission authorities cannot give additional priority solely on the basis that parents complete the SIF. All applicants are ranked using

the published oversubscription criteria only. Admission authorities will keep a clear record of any decisions made on application, including in-year applications.

Parents/Guardians have the right of appeal against non-admission. Information concerning the Appeals Procedure is detailed below for those who are unsuccessful in obtaining a place.

If you are unsuccessful you may ask us for the reasons why a place was not offered. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. The Independent Appeals are organised for St Joan's by Clerks Associate UK, Web: <http://www.clerksassociates.co.uk> All appeal documentation is available on our school website <http://www.joa.herts.sch.uk/282/admissions>. NB: Looked after children need not go through the appeals process when they have been refused a school place. Direction powers can be engaged as soon as a place has been refused.

Parents should lodge their appeal with the Chair of Governors:-

**c/o St Joan of Arc Catholic School
High Street, Rickmansworth
Hertfordshire, WD3 1HG**

Parents should clearly state their reason and grounds for an appeal using the St Joan of Arc Catholic School Appeal Form <http://www.joa.herts.sch.uk/282/admissions>. Appellants must also submit any supporting documents to be considered as part of the appeal with the form and within the time frame outlined on the school website <http://www.joa.herts.sch.uk/282/admissions>.

Please contact the Admissions Administrator at the school for more information if required. Clerks Associate UK will send Appellants notification of their appeal hearing at least 10 clear school days in advance of the hearing. Clerks Associates UK will also send Appellants a copy of the school's case 7 working days in advance of the hearing.

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. Parents are advised to read the admission arrangements carefully before making their application. If more applications are received than there are places available and a place cannot be offered you will be 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. Note: The PAN does not apply to year groups which are not the normal years of entry. Admission authorities can admit over the original admission number set for any given year group. The admission authority may not refuse in-year admission on the grounds that they have already reached PAN, but they may refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your in-year application is unsuccessful.

If you have any questions in relation to in-year admissions please contact the Headteacher's PA on 01923 773881. You may also wish to discuss in-year applications with the local authority Admissions and Transport, Children's Services, Hertfordshire County Council, County Hall, Pegs Lane, Hertford, SG13 8DE. Telephone: 0300 123 4040.

Sixth Form Admissions

We welcome external applications to our Sixth Form. Enquiries should be made directly to the Sixth Form office (admin@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.

How to Apply

We hold our Sixth Form Open Evening in early November of each academic year - details of which are posted on the Sixth Form page on our website <http://www.joa.herts.sch.uk/537/sixth-form-welcome>. Following this Open Evening, our online application form will be available via our website, with a deadline towards the end of November.

All offers made are conditional, subject to students meeting our Sixth Form Entry Requirements, which can be viewed on the Sixth Form page of the school's website <http://www.joa.herts.sch.uk/537/sixth-form-welcome>. Enrolment takes place shortly after the awarding of GCSE results in August and all applicants will receive information on how to enrol with us for the following academic year.