



**ST MICHAEL'S CATHOLIC COLLEGE  
ADMISSIONS POLICY 2018  
(for admission in 2019)**

**Aim**

St Michael's Catholic College is an 11-19 voluntary aided College in the Diocese of Southwark. It is in the trusteeship of the Diocese. As an academy, the College is run by an Academy Trust and Board of Directors. The College admission policy reflects the College mission and the College seeks at all times to be a witness to Jesus Christ. The College exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the College.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into Year 7, in the school year which begins in September 2019, up to 150 pupils without reference to ability or aptitude.

**Oversubscription Criteria**

Where the number of applications exceeds 150, the Governors will offer places using the following criteria in the order stated:-

1. Looked After Catholic Children or Looked After Children in the care of Catholic families, previously Looked After Catholic children or previously Looked After children in the Care of Catholic families but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children. Evidence of Baptism will be required. Applications in this category will then be placed within the following subcategories, based on the strength of evidence to the faith as demonstrated by the level and length of the family's Mass attendance on Sundays and whether the applicant attends a feeder school. Evidence must be provided by the parent/guardian and be endorsed by a priest at the church(es) where the family normally worship or have worshipped.

	<b>Baptism</b>	<b>Sunday Mass Attendance</b>	<b>Primary School</b>
a	Baptised	Weekly for the past three years	Feeder School
b	Baptised	Weekly for the past three years	Other School
c	Baptised	Once or twice a month for the past three years	Feeder School
d	Baptised	Once or twice a month for the past three years	Other School
e	Baptised	Less than once a month for the past three years	Feeder School
f	Baptised	Less than once a month for the past three years	Other School
g	Baptised	Less than three years	Feeder School
h	Baptised	Less than three years	Other School

3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required or attendance at RCIC programme will be required.
4. Other Looked After Children or previously Looked After. Children that ceased to be so, because they were adopted, or became subject to residence order or special guardianship order.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. To demonstrate membership, applicants will need to provide evidence of baptism or dedication (where applicable) and confirmation of membership from the priest or minister of a designated place of worship.
7. Children of other faiths and whose membership to that faith can be confirmed by a priest, minister or religious leader of a designated place of worship.
8. Any other children.

The following order of priorities will be applied in turn when applications within any of the above categories or sub-categories exceed the places available and it is necessary to decide between applications.

- i. The attendance of a sibling on the College roll at the time of admission: natural siblings, step-siblings, adopted and foster siblings. Evidence of the relationship may be required. This does not include other relatives e.g. cousins.
- ii. Exceptional social, medical, or pastoral needs which can be met most appropriately at this College. Strong and relevant written evidence must be provided by an appropriate professional authority indicating why St Michael's Catholic College is most suitable (e.g. qualified medical practitioner, education welfare officer, social worker, Catholic priest).
- iii. Distance from home to College. Places will be offered to applicants living nearest the College in a straight line measurement using [www.freemaptools.com](http://www.freemaptools.com). Distance is measured from the Llewellyn Street entrance of the College to the residence, using the postcode. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more applicants are deemed to live at the same distance from the College, the place will be decided by the drawing of lots.

### **Application Procedures and Timetable**

A common application form (CAF) issued by the child's home local authority must be completed and returned to the Admissions Section of the home local authority or completed online by the due date.

A supplementary information form - Parent Form - available from the College should be completed by parent/guardian. A copy of the child's Baptism Certificate and any other relevant evidence required by the Oversubscription Criteria should be attached. The completed Supplementary Information Form - Parent Form - must be returned by the parent/guardian in person or by post to the Clerk of Admissions, St Michael's Catholic College, Llewellyn Street, Bermondsey, London SE16 4UN by the 19<sup>th</sup> October 2018.

In addition the parent/guardian should give a supplementary information form - Priest Form (priest's reference) - to their nominated priest, minister or religious leader well in advance of the St Michael's Catholic College Admissions Policy 2018

closing date for applications. This form will be completed by the family's priest, minister or religious leader and returned by them to the College by the closing date for applications. The parent/guardian may nominate more than one priest, minister or religious leader and submit more than one priest's reference form where religious practice is split between one or more parishes, if there has been a change of priest, minister or religious leader or if during the past three years religious practice has been at more than one church or place of worship. Blank copies of priest's reference forms may be obtained from the College.

The parent will be advised of the outcome of their application by the local authority (and not by the College). The national offer day for secondary places is 1st March (or the next working day). Unsuccessful applicants will be advised of their right of an appeal to an independent appeal panel.

**Applicants are requested to note that they should complete and submit all forms along with documented evidence required. Failure to complete the Supplementary Forms may affect their chances of being fully assessed against the College's oversubscription criteria. Applicants are also requested to note that unless they have applied on their Local Authority's Common Application Form, their applications may be invalid.**

**Any late applications made between the offer date and 31st August will need to be made through the LA.**

#### **Waiting List**

In addition to the right of appeal, unsuccessful applicants may ask to be placed on a waiting list. A waiting list will be maintained in the order of the oversubscription criteria set out above and not in the order in which the applications are received or added to the list. The waiting list will be maintained by the LA until the 31st August and subsequently by the College until the end of the first term of the academic year of admission.

#### **In year admissions and fair access**

Southwark Children's Services directly manage all aspects of in year admissions, including the fair access protocol.

The purpose of the fair access protocol is to ensure that children arriving in Southwark especially the most vulnerable, who do not have access to education, are offered a place at an appropriate school as quickly as possible.

Under the fair access protocol, when a child is directed to the college, they will take precedence over those children already on the college waiting list.

#### **Admissions outside a child's normal age group**

Families may request a place for their child outside of his or her normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health in any year group. For further information and the process for making such requests please read Southwark's policy on the admission of children outside their normal age group. Southwark's policy should be read in conjunction with Paragraphs 2.17, 2.17A and 2.17B of the School Admissions Code 2014 which can be viewed at [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

**Children with a Statement of Special Educational Needs/Education, Health and Care Plan**  
The allocation of places to children with a statement of special education needs/education, health and care plan is dealt with through a completely separate procedure by the local authority following consultation with the College. There is a separate appeals procedure if parent

preferences cannot be met. Details of this separate procedure are available from the local authority.

**Notes/definitions:**

- a) 'Looked After children' has the same meaning as in section 22 of the Children's Act 1989 and means any child in care of a local authority or provided with accommodation by them (e.g. children with foster parent(s). A copy of the adoption order, child arrangements order special guardianship order and a letter from the local authority that last looked after the child confirming that he / she was looked after immediately prior to that order being made may be requested. Please note that children in private fostering arrangements are not considered 'Looked After children'.
- b) The 'home' local authority is the one that serves the child's home address and where council tax is payable.
- c) 'Catholic' means the Roman Catholic Church and includes members of the Ordinariate and the Oriental Rite Churches that are in union with the Bishop of Rome. This will normally be evidenced by a certificate of Baptism in a Roman Catholic Church or another Church that is in full communion with the See of Rome. Membership is normally evidenced by a certificate of Baptism in a Roman Catholic Church or a certificate of reception into full communion within the Roman Catholic Church.

Catholic practice refers to the child who, together with one or both parents / guardians attend Mass on either Saturday evening or Sunday. The Governors will seek confirmation from the parish priest's reference that mass attendance has been sustained over a period of time. The Governors consider sustained, regularity of Mass attendance; which means the frequency of attendance over the period of the past three years, unless the parent can provide compelling evidence in the form of a signed and sealed letter from their parish priest, Bishop or Archbishop as to why, relating to Dispensation, this may not have been possible. Where a parent and child regularly attend Mass at more than one church it is important that applicants submit a Priest Form for each. In these cases practice needs to be confirmed by the priests at each parish so that the application can be placed in the correct category or subcategory. This enables Governors to place the application in the correct category or sub-category. It is incumbent upon the parent / guardian to liaise with their parish priest(s) and ensure that all evidence relating to Mass attendance is submitted.

- d) Feeder Schools are those Catholic Primary Schools in the Southwark Diocese listed below and those other Catholic Primary Schools named below:

Corpus Christi, Brixton SW2 5BL  
English Martyrs, Aldgate East E1 8DJ  
English Martyrs, Walworth SE17 1QD  
Our Lady and St Joseph's (Holy Family), Poplar E14 ODE  
St Agnes, Bow E3 3ER  
St Andrew's, Streatham SW16 2ET  
St Anne's, Spitalfields E1 5AW  
St Anne's, Vauxhall SE11 5JA  
St Anthony's, Dulwich SE22 0LA  
St Bernadette's, Clapham Park SW12 0AB  
St Dominic's, Homerton E9 5SR

St Edmund's, Isle of Dogs E14 3RS  
 St Elizabeth's, South Hackney E2 9JY  
 St Frances Friary Road, Peckham SE15 1RQ  
 St Francesca Cabrini, Forest Hill SE23 3LE  
 St George's Cathedral, Lambeth North SE1 7JB  
 St Helen's, Brixton SW9 0TQ  
 St James the Great, Peckham Rye SE15 5LP  
 St John's, Rotherhithe SE16 1SA  
 St Joseph's George Row, Bermondsey SE16 4UP  
 St Joseph's Pitman Street, Camberwell SE5 0TS  
 St Joseph's Redcross Way, Borough SE1 5NJ  
 St Joseph's, Covent Garden WC2B 5NA  
 St Joseph's, Gomm Road, Rotherhithe SE16 2TY  
 St Mary Magdalen's, Brockley SE4 2BB  
 St Mary's, Battersea SW8 4BE  
 St Mary's, Clapham SW4 9QJ  
 St Mary's and St Michael's E1 OBD  
 St Peter and St Paul, Islington EC1V OEU  
 St William of York, Forest Hill SE23 1PS

- e) Schools not designated as 'Feeder Schools' will be considered as 'Other Schools'. Where it has not been possible for a child to be admitted to one of the feeder primary schools because of oversubscription, the governors will accept evidence of the refusal to offer a place e.g. letter from Local Authority. Such evidence will enable the governors to place the child in the same category as those who attend a feeder school.
- f) A sibling is defined as natural siblings, step-siblings, adopted and foster siblings on roll at the College at the time of admission. Evidence of the relationship may be required. This does not include other relatives e.g. cousins.
- g) The applicant's home address excludes any business, relatives or child minder's address and must be their normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the applicant who is claiming child benefit for the child. Proof of address is required.
- h) Catechumen means a member of the catechumenate of the Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens.
- i) If the Catholic parent has lived in a parish for less than three years at the time of application, they should provide a priest form from the parish priest of their previous parish.
- j) In the event that a parish priest has been in post for fewer than three years before the time of signing, the Governors will accept a signature from the previous parish priest, or from a parish worker (such as Eucharist Minister) who knows the applicant well. In this case the parish priest should countersign.
- k) The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

l) Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the College address. The parent/guardian has the right to make oral representations to the Appeal Panel.