



## **ST MICHAEL'S CATHOLIC COLLEGE ADMISSIONS POLICY FOR SEPTEMBER 2025**

### **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 2025, 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. Catholic Looked After 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 including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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 Certificate of Catholic Practice and whether the applicant attends a feeder school. The Certificate of Catholic Practice 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>Certificate of Catholic Practice</b>	<b>Primary School</b>
a	Baptised	Certificate of Catholic Practice supplied	Feeder School
b	Baptised	Certificate of Catholic Practice supplied	Other School
c	Baptised	Certificate of Catholic Practice not supplied	Feeder School
d	Baptised	Certificate of Catholic Practice not supplied	Other School

3. Other looked after children or previously looked after children including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required or attendance at RCIC programme will be required.
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. Examples of these needs might be serious illness of a parent or child or other significant exceptional circumstances. 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). This evidence should be uploaded to the St Michael's Online Admissions Form so that it can be considered by the Governors.
- 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 front door of the residence, using the postcode. Proof of address is 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**

Applicants must log into their Local Authority's eAdmissions website and complete their application by the due date (31<sup>st</sup> October 2024) Parents/Guardians who wish to apply to St Michael's Catholic College must add the school to this application.

A link to the St Michael's Online Admissions Form is available on the College website (from the open days) and should also be completed by the parent/guardian. A copy of the child's Baptism Certificate and any other relevant evidence required by the Oversubscription Criteria should be attached. The St Michael's Online Admissions Form must be completed and submitted online by the 31st October 2024.

In addition, the parent/guardian should give a Certificate of Catholic Practice form to their nominated priest well in advance of the closing date for applications. This form will be completed by the family's priest and returned to them (or the priest may send the form in directly to the College) by the closing date for applications (31<sup>st</sup> October 2024). Blank copies of Certificates of Catholic Practice forms may be obtained from the College website. Parents/Guardians must submit forms online. The Certificate of Catholic Practice and St Michael's Online Admissions Form, as well as guidance on the Admissions Process, the Prospectus and a copy of the Admissions Policy are available on the College Website. The Link below will take you to the St Michael's Catholic College Admissions Page where these documents are available:

<https://www.stmichaelscollege.org.uk/admissions-criteria/>

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 upload all forms along with documented evidence required. Failure to complete both Forms (Certificate of Catholic Practice and the St Michael's Online Admissions Form 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 eAdmissions website their applications may be invalid.**

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

**Register of Interest** In addition to the right of appeal, unsuccessful applicants may ask to be placed on a register of interest. This 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 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 follow the link below:

<https://www.southwark.gov.uk/schools-and-education/school-admissions/admission-of-children-outside-their-normal-age-group>

Southwark's policy should be read in conjunction with Paragraphs 2.18, - 2.20 of the School Admissions Code 2021 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) Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to residence orders or special guardianship orders immediately following having been looked after. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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. 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 must be confirmed by a Certificate of Catholic practice and 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 of this from the parish priest's Certificate of Catholic Practice.

- 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, Poplar E14 ODE  
St Agnes, Bow E3 3ER  
St Anne's and Guardian Angels, Spitalfields E1 5AW  
St Anne's, Vauxhall SE11 5JA  
St Anthony's, Dulwich SE22 0LA  
St Edmund's, Isle of Dogs E14 3RS  
St Elizabeth's, South Hackney E2 9JY  
St Francis, Friary Road, Peckham SE15 1RQ  
St George's Cathedral, Lambeth North SE1 6HR  
St James the Great, Peckham Rye SE15 5LP  
St John's, Rotherhithe SE16 6SD  
St Joseph's Crossfield Street Deptford SE8 3PH  
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'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

These Feeder Schools are Catholic Primary Schools that have a close working relationship with St Michael's Catholic College and whose students go on to attend St Michael's Catholic College. This list will be reviewed on an annual basis. Schools may be added to or taken off the Feeder School list.

- 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) 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 2021. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.
- j) 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.

**February 2024**

**Signed :**

**Date:**

**Chair of the Governors**

**Review Date: 2025**