



# St Augustine's Catholic College

## ADMISSIONS POLICY 2023/24

### THE CORE VALUES OF ST AUGUSTINE'S

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and we look for the development of wisdom. In this way the gifts possessed by every individual can be valued.

### BACKGROUND

**ESTABLISHED TO SERVE CLIFTON DIOCESE.** St Augustine's is a Catholic Academy established by the Diocese of Clifton to serve Catholic parishes – See Note 1.

**PUBLISHED ADMISSION NUMBER (PAN).** The PAN for Year 7 in 2023/24 is **175**. For other year groups please contact the Admissions Secretary. For Sixth Form admission please refer to the Sixth Form Admissions Policy on the college website.

**ADMISSIONS OUTSIDE NORMAL AGE GROUPS.** An application for admission outside the normal age group will be considered and the advice of specialist advisers and other relevant professionals as to the suitability of such an admission will be sought as appropriate. Any such applicants should contact the St Augustine's Admissions Secretary well before the deadline for submitting the Common Application form. If the application is approved in principle, the remainder of this policy will apply to it, including the oversubscription criteria.

### APPLICATIONS PROCESS

**COMMON APPLICATIONS PROCESS.** Under the coordinated admissions arrangements, all parents must make their application for schools on the Common Application form of their home authority. This means that an application for a place for all children should be made on their home Local Authority application form. To be considered in the first round of allocations it must be returned to the home Local Authority by midnight on **31 October 2022**. For those living within the Wiltshire LA applications can be made online from 1 September 2022 at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

**SUPPLEMENTARY INFORMATION FORM (SIF).** We request that a parent/carer who wishes an application to be considered for the College completes a Supplementary Information Form. The form is available on the College website or from the College Office. Its purpose is to give us information relating to the oversubscription criteria set out in this policy. In order to allow the information to be considered in the first round of allocations, the form, along with the required copy documents (see notes 6, 7 and 8 below), should be returned directly to the College by 18 December 2022. The Governors of the College reserve the right to ask to see originals of copy documents submitted.

**IN-YEAR APPLICATIONS PROCESS.** Where the application is for entry in the course of the school year, an 'Application to Transfer Between Schools' form (which is available on Wiltshire Council's website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)), should be completed and sent to the Wiltshire Council. In-Year applicants should at the same time, if appropriate, also submit to the College a Supplementary Information Form and the required copy documents, for the reasons explained above. Governors will consider the application and if a place is available it will be offered. If there are more applicants than places available, the oversubscription criteria listed below will be applied.

**THE GOVERNING BODY.** The term "governing body" is used throughout this policy to refer to the admission authority under the appropriate constitutional arrangements. The Governors of the College are responsible for admissions and will admit children without regard to ability or previous attainment. Governors comply with the Wiltshire Local Authority Fair Access protocol.

The Governing Body will consider all completed applications. Applications submitted after the closing date will be processed in accordance with the Coordinated Admissions Scheme of the child's home Local Authority.

If there are more applications than there are places available, then the Governing Body will rank applications in accordance with the oversubscription criteria as outlined in this policy and provide the Wiltshire Local Authority with the list of applications ranked in criteria order. Offers of places will be made by the Authority in which a child resides on behalf of the Governing Body on 1 March 2023.

**APPEALS:** Parents and/or carers whose application for a place is unsuccessful may appeal against that decision to an Independent Appeal Panel. Full details of the required procedure, including deadlines, are available on the College website or from the College Office.

**EDUCATION, HEALTH AND CARE PLANS (EHCP):** The procedure for the admission of children with an Education, Health and Care Plan is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing such Plans. The LA will consult parents and the Governing Body if a preference has been made for St Augustine's Catholic College. If the College is named in the EHCP, the child will be admitted before the oversubscription criteria are applied to other children.

## **OVERSUBSCRIPTION CRITERIA**

### **CATEGORY 1 – Catholic Children – see Note 6**

Applications will be ranked in the following order:

- 1.1 Catholic Looked After Children (LAC) - Note 2
- 1.2 Catholic children from St Augustine's Catholic College designated area at the date of application (Note 1) and from a St Augustine's Catholic College Feeder primary school (Note 3)

- 1.3 Catholic children from the St Augustine’s Catholic College designated area at the date of application (Note 1) and with a brother or sister at the College - Note 4
- 1.4 Catholic children from the St Augustine’s Catholic College designated area at the date of application (Note 1)
- 1.5 Catholic children from a St Augustine’s Catholic College Feeder primary school - Note 3
- 1.6 Catholic children with a brother or sister at the College - Note 4
- 1.7 All other Catholic children

**CATEGORY 2 – Non-Catholic Looked After Children (LAC) - Note 2**

**CATEGORY 3 -- Children who are Catechumens -- Note 8.**

**CATEGORY 4 – College Community**

Children who have a parent/carer who is a member of College Staff as defined in Note 5

**CATEGORY 5 – Non-Catholic brothers or sisters**

Non-Catholic children with a brother or sister at the College – Note 4

**CATEGORY 6 - Christian Children – Note 7**

Applications will be ranked in the following order:

- 6.1 Christian children from a St Augustine’s Catholic College Feeder primary school - Note 3
- 6.2 All other Christian children

**CATEGORY 7 – All other children.**

Children who do not fall into any of the previous categories

**OTHER CONSIDERATIONS**

**MULTIPLE BIRTHS.** Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the College has to exceed the Published Admission Number. This also applies where siblings who are not multi-birth are applying for places in the same year group.

**TIE BREAKER.** Priority within each oversubscription category will be determined using a random sequence generator (e.g. <https://www.random.org/sequences/>) supervised by an independent person. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn. This also applies where siblings who are not multi-birth are applying for places in the same year group.

**WAITING LISTS.** Unsuccessful applicants for Year 7 admission will automatically be placed on a waiting list. Applicants for other years should inform the College if they wish to be added to the waiting list for the relevant year. The waiting lists will be held until **20 July 2024**. Any places which become vacant up to that date will be filled from the waiting list in accordance with the above oversubscription criteria. Each child added to the list will require the list to be ranked again in line with the above oversubscription criteria and a child's position on the list may change. For a child to be considered for a place in the following school year (2024/25) a fresh application to the Local Authority is required.

## **NOTES:**

### **Note 1 – St Augustine's Catholic College Designated Areas**

St Augustine's Catholic College was established to serve the following Catholic Parishes:

- St Anthony of Padua (Melksham);
- St Catharine (Frome);
- St Edmund (Calne);
- St George (Warminster);
- The Immaculate Conception (Devizes);
- St John the Baptist (Trowbridge) including St Bernadette (Westbury)
- St Thomas More (Bradford on Avon)

A map of the parishes in the designated area for St Augustine's College is available for inspection on the college website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) under Admissions, at the College Office and hard copies are available on request.

### **Note 2 – Looked After Children (LAC)**

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 its social services functions at the time of application. A child who was Previously Looked After is a child who, immediately after being looked after, became subject to a child arrangements or residence order, legal adoption or a Special Guardianship Order including those 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. As used in the oversubscription criteria above, the term LAC means both Looked After Children and Previously Looked After Children.

### **Note 3 – Feeder Schools**

Under direction of Clifton Diocese, St Augustine's Catholic College has the following Catholic Primary feeder schools:

- St Edmund's (Calne)
- St George's (Warminster)
- St John's (Trowbridge)
- St Joseph's (Devizes)
- St Louis (Frome)
- St Patrick's (Corsham)

### **Note 4 – Brother or Sister**

**Brothers or sisters** are defined as children who:

- share one natural parent or step-parent or who are legally adopted by the same adoptive parent **AND**
- who live at the same address for at least 50% of the time **AND**

'at the College' means that at least one of the children is in the College's years 7-12 at the time of application.

### **Note 5 – College Staff**

**A member of College Staff** is someone who has been employed by and at the College for two or more years at the time at which the application for admission to the College is made or who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Note 6 – Catholic Children**

Catholic children mean's children who have been baptised into the Catholic Church or into a Church which is in Communion with the See of Rome, or who have been received into the Catholic Church, having been baptised into another Christian Church. In order to be considered as Catholic, the College needs to see evidence in the form of a copy of a certificate of baptism or a certificate of reception into the Catholic Church. This should be submitted to the College by 18 December 2022 to be considered in the first round of allocations. For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic. A Catholic parent who wishes a looked after child to be admitted under category 1.1 must submit evidence to confirm that the parent is a baptised Catholic or has been received into the Catholic Church.

Applicants are also requested to complete and return the Supplementary Information Form to the College.

### **Note 7 - Christian Children**

Christian children will be members of a recognised Christian church other than those covered by Note 6. A recognised Christian church will, ordinarily, be a member of Churches Together in Britain (website [www.cte.org.uk](http://www.cte.org.uk)), Cytun, the Evangelical Alliance, the Fellowship of Independent Evangelical Churches or Vineyard Churches in the UK and Ireland. In order to consider children under Category 5, applicants need to provide evidence in the form of a copy of

- i) a letter on headed paper confirming membership of their Christian denomination signed and dated by the appropriate minister; or
- ii) a certificate of baptism/christening certificate from the church

This evidence should be submitted to the College by 18 December 2022, to be considered in the first round of allocations.

Applicants are also requested to complete and return the Supplementary Information Form to the College.

### **Note 8 – Catechumen Children**

‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. This evidence should be submitted to the College by 18 December 2022 to be considered in the first round of allocations.

Applicants are also requested to complete and return the Supplementary Information Form to the College.

Signed by:	Headmaster
Date:	
Next review date:	